

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### EDUCATION & RECREATION COMMITTEE

THURSDAY, JANUARY 31, 2019

5:30 pm

Room 200, Northern Building  
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of December 13, 2018 (regular and special).

### Comments from the Public

### Consent Agenda

1. Library Board Minutes of October 18, November 15 and December 20, 2018.
2. Neville Public Museum Governing Board Minutes of December 10, 2018 and January 14, 2019.
3. Golf Course Budget Status Financial Report for November 2018 – Unaudited.
4. Library Reports for November and December, 2018.
5. Museum Budget Status Financial Report for November 2018 – Unaudited.
6. Parks Department Budget Status Financial Report for November 2018 – Unaudited.
7. NEW Zoo Budget Status Financial Report for November 2018 – Unaudited.
8. Audit of Bills.

### Discussion / Presentation Items / Superintendent's Report / Director's Report

### Library

9. Director's Report.

### Golf Course

10. Superintendent's Report.

### NEW Zoo

11. Director's Report.

### Park Management

12. Director's Report.

### Museum

13. Director's Report.

**Action Items**

14. Communication from Supervisor Evans Re: Create a County Pedestrian Trail from Pamperin Park to the Seymour Trail in Outagamie County. Utilizing the existing abandoned railroad which parallels CTH J. In order to avoid a dispute between Hobart and the Oneida Nation, I request Brown County take ownership through our Parks Department and establish a trail. Invite representatives from Hobart, The Oneida Nation, and Brown County. *Referred from December, 2018 County Board.*
15. Communication from Supervisor Erickson re: Have the Parks Department look into purchasing the old Eagle's Nest to add a much needed safe harbor and boat launch. *Motion at September, 2018 meeting: To hold for 90 days.*
16. Resolution re: To Approve an Electric Line Easement on the Fox River State Trail.
17. Resolution Establishing The Observance of International Migratory Bird Day During May 2019.
18. Budget Adjustment Request (18-136): Any increase in expenses with an offsetting increase in revenue.

**Other**

19. Such other matters as authorized by law.
20. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Education and Recreation Committee was held on Thursday, December 13, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Van Dyck, Supervisor Ballard, Supervisor Lefebvre, Supervisor Landwehr, Supervisor Suennen  
**Also Present:** Supervisor Kneiszel, Library Executive Director Sarah Sugden, Museum Director Beth Lemke, Deputy Director Kevin Cullen, Golf Course Superintendent Scott Anthes, Zoo and Park Director Neil Anderson, Assistant Park Director Matt Kriese, other interested parties

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**I. Call to Order.**

The meeting was called to order by Chair Van Dyck at 5:43 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of October 11, 2018.**

Motion made by Supervisor Lefebvre, seconded by Supervisor Suennen to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None.

**Consent Agenda**

1. Library Board of August 14, Special August 23 and September 25, 2018.
2. Neville Public Museum Governing Board of October 8 and November 12, 2018.
3. Golf Course Budget Status Financial Report for October 2018 – Unaudited.
4. Library Reports for September and October 2018.
5. Museum Budget Status Financial Report for September and October 2018 – Unaudited.
6. Parks Department Budget Status Financial Report for October 2018 – Unaudited.
7. NEW Zoo Budget Status Financial Report for September and October 2018 – Unaudited.
8. Audit of Bills.

Motion made by Supervisor Suennen, seconded by Supervisor Lefebvre to approve the consent agenda items. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Discussion / Presentation Items / Superintendent's Report / Director's Report**

**Library**

**9. Director's Report.**

Chair Van Dyck introduced Library Executive Director Sarah Sugden. Sugden stated she was grateful and honored to be part of the Brown County team. In her first 6 weeks she has been learning a lot and listening, looking for opportunities for the most impactful library services that can be offered within the resources that are available. She believes there are some great possibilities and opportunities such as with capital improvements and facilities in the library.

In addition to the written report in the agenda packet, Sugden informed the Library Board approved the updated meeting room policy. It offers non-profits the opportunity to rent rooms free of charge. They will be transitioning

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in 2019 to having a weekly list of the rooms posted. There was also a change to the fees at Weyers-Hilliard and Kress; they now have matching meeting room fees.

*No action taken.*

#### Museum

##### 10. Director's Report.

Museum Director Beth Lemke provided the November Attendance and Revenue report (attached). She informed they will have a casual pay payout for their department; it got calculated on the whole year-end piece. This is something they plan for but they are never sure where it will be.

Lemke briefly highlighted items in her written report in the agenda packet materials. Among the things discussed was a recent group meeting with Blue Waters Studios. The first budget that came in was over the \$1 million dollar mark and the Museum has been working with them to find out how it came to be that much and what can be done to move forward without compromising the visitor experience. Blue Waters brought in some consultants with some ideas and it was a great meeting, but there is a need to do a better job of working with local vendors. As such, staff has provided Blue Waters with information regarding who in NE Wisconsin the Museum already works with rather than bringing in companies from out of the area. The next budget will likely still be over the \$1 million dollar mark, but Lemke is confident everything will work out.

*No action taken.*

#### Golf Course

##### 11. Superintendent's Report.

Superintendent Scott Anthes outlined some of the financial figures provided. Rounds for October were substantially down from the year before, primarily due to the weather and this is obviously reflected in the revenue. Total rounds for the year were down about 29,000 and the weather had a huge impact on this. Revenue for the year was also down compared to the year before. Cart revenue was also down but the Safari Steakhouse was right where it should be. Supervisor Landwehr asked if the number of rounds played by season pass holders are tracked. Anthes said they do keep track of that and last year the rounds played by season pass holders was down. He pointed out the golf course is going to make money and he is hopeful they can bring their figures into the positive.

Anthes also spoke to the points contained in his Superintendent's Report, a copy of which is attached.

*No action taken.*

#### NEW Zoo

##### 12. Director's Report.

Zoo and Park Director Neil Anderson referenced the Operations Report in the agenda packet. He noted attendance at Zoo Boo was down, primarily because of the weather. The numbers for the Adventure Park are also down from the previous year and he attributes this to both the weather and also the construction on Highway 41. Anderson also informed the Zoo Society recently received a large donation which will pay off the animal hospital building. He has also been made aware of a \$50,000 donation that will be coming in and will be used for the gas powered train as well as two playgrounds. Anderson spoke of the work NWTC has been doing in constructing concession buildings and an emu shelter. NWTC is donating the work and the materials are also being donated. He is hoping to build a good relationship so these types of projects can be done annually.

Anderson distributed information regarding Board development and spoke briefly to some of the points outlined in the document, a copy of which is attached. He also talked about some recent events that were held and how the animals and exhibits are transitioning into winter.

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*No action taken.*

## **Park Management**

### **13. Director's Report.**

Assistant Park Director Matt Kriese informed they are now using a different reporting format which is more organized and talked about some of the things that are happening in the Parks including a partnership with the Howard Suamcio School District on a lunch program that will provide lunches at Pamperin Park along with several other parks. He also noted Parks will be part of the WBAY Camping and RV show this year and staff is working on that marketing piece. Ongoing projects include roof replacements at Pamperin Park and on the Pines Shelter at Reforestation Camp. Kriese spoke of several other projects and programming opportunities going on as well as some new commercial contracts that will be bringing in some new events at the Fairgrounds. The business manager has been extremely valuable in this regard and Kriese noted before creation of that position there was nobody in the department to keep communication going with different vendors.

*No action taken.*

## **Action Items**

### **14. Fairgrounds Master Plan Presentation by Rettler Corporation - Request for Approval of the Master Plan.**

Kriese introduced Chase Rettler to the Committee. Van Dyck thanked everyone who came together to work on this and noted it has been a long process with a lot of input from a lot of different groups. No plan is perfect, but it looks like there has been a compromise that all parties can live with to serve as a guide to point us in the right direction. Kriese said the goals of the masterplan were to:

- Develop a plan that creates a public space that connects and maximizes use between the municipality properties to the north and south (Ashwaubenon and De Pere)
- Design the facilities and grounds so use can occur year round for multiple events and provide the flexibility needed for this to occur
- Be strategic in nature when looking at events and recreation opportunities that may utilize the property.
- Incorporate the uniqueness of the property in terms of open space and indoor exhibition space without duplicating major services that are already being done in the county.

Rettler outlined the proposed preferred concept of the masterplan that was contained in the agenda packet with the goal of obtaining approval of the plan so they can move on to develop cost estimates and potential phasing options to move the process along.

The overall design calls for a lot of the existing buildings to be removed. Buildings added would be a 45,000 square foot enclosed multi-use building which would include some office space and a 20,000 square foot open building. They are also looking at adding a shower and restroom facility for the camping area. The existing ice arena would be maintained as part of the design. Another highlight of the masterplan is the redeveloped midway which would provide access to the new building infrastructure as well as provide vendor space and camping with electrical service on the south side. The midway would also serve a large scale parking facility to the south. Rettler continued that currently there is access on the north side of the park as well as on the southern side. What is being proposed is that new controlled access be added to the midway which would consist of gates that could be opened and closed during events. The northern drive has a substantial parking lot of about 140 stalls and that drive would provide access to about 22 permanent limestone camping areas with electricity provided. On the north side of that would be green space that provides another 22 camping spots with electricity. Sewer is not currently planned, but Kriese said that is something that can be looked at further as this is only conceptual at this time.

Rettler continued that the dirt track would be replaced and long term planning calls for a recessed area with permanent berms on the sides. The equestrian facility would also be redeveloped and the general green space in the middle could be used for large event parking, trade shows and athletics.

Moving down into more of the De Pere portion of the park, the parking lot to the west as well as the east is proposed to be repaved or redeveloped and some green areas are proposed for the eastern parking lot, similar to the large parking space to the south of the midway. What is being proposed would be one central drive to access both of the ice facility parking lots and one drive out to the boat ramp area as well as removal of a lot of the other existing drives and replacing them with pedestrian paths. The plan also includes a playground with easy access for families off the pedestrian paths.

Kriese said this has gone through the De Pere Park Board, Ashwaubenon Park Board and Ashwaubenon Village Board with unanimous approval and high remarks. They are appreciative the County is taking the initiative to make sure there is an investment in the property for the future. Kriese said no stones have been left unturned when it came to options in the planning process and the concept they continually came back to is what is being presented tonight. The plan will allow events to expand and grow.

Questions from the Committee were answered following the presentation.

**Motion made by Supervisor Landwehr, seconded by Supervisor Ballard to approve the conceptual plan. Vote taken. MOTION CARRIED UNANIMOUSLY**

15. **Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17<sup>th</sup> County Board.***

Lefebvre said sometimes we find out things at budget time and she feels these things need to be talked about sooner so we can rate the needs of the different departments. She noted Child Protection and Adult Protection have immediate needs. Lefebvre feels we can do better and be a little more proactive by ranking the needs of the different departments. Van Dyck noted a lot of the capital needs in some of the departments are covered, but from an operational standpoint we should also be looking at any operation needs or programming that is being bypassed because of lack of funding.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Ballard to refer to department heads to take into consideration when preparing their budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

16. **Communication from Supervisor Van Dyck re: Request that the Brown County Golf Course Superintendent facilitate the listing and ultimate sale of the unused property adjacent to and owned by the Brown County Golf Course. *Referred from October 31<sup>st</sup> County Board.***

Van Dyck said this is a rehash of something that was looked at several years ago. At that time, there was approval to list the property but then it died because there were other issues with easements and access to the property which have not gone away and are not likely to go away. This communication is to take a look at this again and see what really should be done with the property. Anthes provided a map of the property which is the subject of this communication, a copy of which is attached. He informed the property was originally purchased to expand the course when golf was booming. The golf course was being fully utilized and the intent was to build up a shorter, easier course for kids and beginners on the parcel. That concept went to the Board but failed by one vote and the property has sat mostly vacant since that time. The parcel we are talking about is outlined in blue on the attached map and equals about 73 acres, 22 of which are usable and rented out to a farmer. The

remainder is unusable wetlands. The only thing the golf course could probably ever utilize the property for is a driving range or practice area. The property sits west of the current clubhouse and there is no direct access to the land from the clubhouse. The only way to access the parcel would be through some sort of agreement with the current owners of the railroad bed. Trout Creek runs through the property so a bridge would also be needed.

Van Dyck mentioned the usability of the land because it has changed somewhat from when it was first purchased. Anthes responded that when the property was purchased, there was not big protection for wetlands, but that has changed with new wetland laws and it would be quite expensive to develop the property into a golf course. Lefebvre asked if the Oneida Tribe would be interested in the property. Anthes said he gets e-mails periodically from the Tribe about the land. The transfer station portion is actually public hunting land owned by the County.

Van Dyck put this communication in because since he has been on this Committee he has not heard any good reason to keep the property from the golf course perspective. The First Tee had approached the golf course about developing the land, but that did not materialize. Van Dyck said the property was appraised in 2013 at about \$9,500 an acre.

Van Dyck continued that the Village of Hobart apparently has some interest in developing the property rather than seeing it sit vacant. If the Tribe purchased the property, they would likely keep it undeveloped so the taxable value would be rather minimal. Hobart had some ideas for a 15 or 16 lot development. Supervisor Landwehr set up a meeting with the Village to talk about the possibility of getting some time to allow them to try to develop the property.

Landwehr said the area the land is located is a very high value residential area with a lot of large, beautiful homes. The amount of buildable acreage for future development is becoming very limited in the area. Looking at this from a dollars and cents standpoint, Landwehr put together some figures, a copy of which is attached. In order for the County to continue to come up with operational and programming money in the future, the County needs to continue to have growth in the tax base. Landwehr's handout provides information as to how much revenue could be generated each year for the County, Village and School District if the property was developed into 25 one acre lots, each with a home valued at \$300,000. If the 25 lots were combined together, the value to the County would be \$553,400 for 30 years and \$657,200 for 50 years. Hobart is willing to step up and do a lot of the leg work while not getting a lot out of it other than protecting their future tax revenue. Landwehr would like to give Hobart one year to come up with a plan for the property.

Ballard expressed concern about an easement and asked how the developer could get an easement when the County cannot. Landwehr explained several options, including a small dedicated town road that could be used. Van Dyck added that what Hobart wants to do is move the access point and then approach the County and ask for enough land to put a road in, but there is some question as to what the Tribe may or may not contest. According to Landwehr, any potential issue would be about the railroad bed and he noted that the Village is interested in the property the way it is. Ballard does not want the County to get involved in that fight and Landwehr said the Village is willing to take that on themselves.

The question is whether to put the land up for sale and then have the Tribe step forward or have a developer come and buy it. It is likely the County would get more for the property from the Tribe than from a developer since a developer has costs to put in for development, however in the long run, the County would be better off from a monetary standpoint if the property were developed. Hobart is asking for a 12 month window to work on this. Consideration would also need to be given as to how extra tax revenue that comes in if the property is developed gets allocated to the golf course.

Since the last evaluation on the property was in 2013 and a lot of development has been done in that area since then, Supervisor Suennen feels the land should be reappraised. He also questions why Hobart, or anyone else, should get preference in developing a plan over the next 12 months because that would prevent the County from doing anything with the land in the meantime. Van Dyck said the thought process was that Hobart would be willing to be involved in getting this moving and they are probably in the best position to get a developer for the property. With regard to the value of the property, the appraisal was based on what the Tribe was paying for acreage in the area and the appraiser felt that the Tribe would be the most-likely purchaser of the property. Van

Dyck feels if a developer comes in, they would not be able to pay that rate per acre and still make the property work with other expenses for things like putting in a road. Suennen agrees that Hobart has done an excellent job of developing their community and the skill is definitely there, but he still questions why the County needs to give them preferential treatment. Landwehr wished to make it clear that all Hobart gets out of this is the same tax revenue that Brown County and the School District would be getting. Van Dyck said it is pretty much a given that if the property is listed, there will be an offer on the property and it will become part of what is around there, which is not a bad thing. If the County's intent is to see the land developed, that likely will not happen if the property is put up for sale right now. Suennen questioned if the County gives Hobart the opportunity to exclusively explore this for the next year, if it will result in the County getting in trouble with the other party that would likely want to purchase the property. Landwehr said there is precedent for this as it has been done in the past. If Hobart would not come up with a plan within a year, the property would be put up for sale immediately.

Lefebvre said she would like to see it in writing that Hobart cannot place the property in TIF. Van Dyck said Hobart has said they will not do that, but he understands her request. Van Dyck suggested we have Corporation Counsel draft a memorandum of understanding with regard to the property. Ballard said there needs to be a balance of what is best for the golf course and what is best for the County. He questioned if there is currently any property that Oneida has that could be traded to help the golf course. A discussion ensued with regard to this and the consensus was that there are probably not any options for that.

**Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to direct Corporation Counsel to draft a memorandum of understanding to the Village of Hobart for a 6 month opportunity to pursue development opportunities with the goal of establishing property tax base potential. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**Other**

17. Such other matters as authorized by law. None.

18. Adjourn.

**Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to adjourn at 7:42 pm. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein  
Recording Secretary

Therese Giannunzio  
Transcriptionist



**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the Brown County Education and Recreation Committee was held on Thursday, December 13, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Van Dyck, Supervisor Ballard, Supervisor Lefebvre, Supervisor Landwehr, Supervisor Suennen  
**Also Present:** Assistant Park Director Matt Kriese, Museum Director Beth Lemke, Deputy Director Kevin Cullen, Golf Course Superintendent Scott Anthes, Zoo and Park Director Neil Anderson, and other interested parties

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**I. Call to Order.**

The meeting was called to order by Chair Van Dyck at 5:33 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Landwehr, seconded by Supervisor Lefebvre to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None.

**Park Management**

1. **Request for Approval: RFP for Harbor Design and Park Planning for Cecil Depeau Bay Shore County Park, Project #2277.**

Assistant Park Director Matt Kriese informed this process started in 1999 with a plan. There was a larger plan for the harbor design which would have required a lake bed grant which requires very time consuming legislation. At this time the plan is being looked at again to be split into phases. Phase 1 of the boat landing area with the breakwater would not require a lake bed grant; it would just be a redesign the breakwater to meet current needs and standards. These needs include ADA accessibility and Kriese also noted the breakwater does not currently meet the storm surge of a 50 year flood event. Right now every surge of a foot or greater is over the top of the breakwater because of the high water levels on the Bay. Bay Shore is arguably the busiest landing in the County and they are looking at the boat landing area and then as part of the capital improvement project there are funds earmarked for a fish cleaning center and a ranger station at the entrance. At this time they are looking at hiring a consultant to put together a plan and construction bid documents for the breakwater which will provide the mechanism to apply for grants and leverage county dollars to get this done in the next five or six years.

Kriese continued that there are zero dollars of levy going to the harbor design. There is a placeholder for 2019 in the amount of \$720,000 which will be pushed back. With regard to the upper area, there is \$300,000 earmarked in 2021 or 2022.

There is \$80,000 set aside through boat landing funds for this plan so there is zero tax dollar levy. Kriese said this needs to be approved before they can advertise anything.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. **Budget Adjustment Request (18-125): Any increase in expenses with an offsetting increase in revenue.**

Kriese informed they had some savings from regular earnings due to lack of finding seasonal staff this year. They

are looking to take \$40,000 from the regular earnings and put it towards a metal post frame style storage shed at Barkhausen that was grant funded up to this portion. It was bid out and they had \$50,000 set aside for that but it came back at \$83,000 so it was scrapped for now. This would supplement the existing budget to be sure the building can be completed next year.

The second portion of this is \$12,000 of revenue which exceeded expectations at Bay Shore Campground that is going to be used to replace the Park squad vehicle which is 18 – 20 years old. The budget adjustment is critical to get to use the money by the end of the year. Landwehr asked what the possibility is of using an existing squad car that is still usable but at the end of its police life. Kriese said he has talked to the Sheriff's Department about this, but was advised that they are extending the mileage on the squads to 150,000 so it would not be a good option. Kriese feels they could get a better quality vehicle off a used car lot.

**Motion made by Supervisor Lefebvre, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

3. Such other matters as authorized by law. None.
4. Adjourn.

**Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to adjourn at 5:42 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein	Therese Giannunzio
Recording Secretary	Transcriptionist

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 18, 2018** at 5:15 p.m. at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN, and JOHN VANDER LEEST

**EXCUSED:** KAYLA JACOBSON and MARISSA MELI

**ALSO PRESENT:** Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Also Tyler Smith and Arin Wilken (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Running, seconded by Terrien, to approve the minutes. Motion carried.

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None. Van Dyck welcomed Kathy Pletcher back to the board. She is fulfilling Ying LaCourt's seat originally filled by Aubinger. Aubinger will be reappointed to fill Bob Nielsen's seat. Arin Wilken, the newly hired Customer Service manager, and Tyler Smith, a Technical Services processor (Central Library) were attending as part of a class assignment in UWM's MLIS program.

### LIBRARY BUSINESS

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the distributed summary report and noted that the cost of contracted services including Waltco and National Recovery Services was under budget and there is an expected \$1500.00 annual savings due to a change in the deposit pick-up schedule. Terrien asked about merchant fees. It was suggested that different merchants be explored. Pletcher asked about Fund Balance and related projects. Last year's fund balance rolled forward in 2018. Vander Leest suggested looking at other county libraries to see what newer technologies may be using. (Waukesha as an example).

**Motion** by Vander Leest, seconded by Pletcher, to receive and place on file the Gifts, Grants and Donation report as follows:

Brown County Library						
Gifts, Grants & Donations Report						
September 2018						
Gifts & Donations						
9/6/2018'	Community Women's Club			44.80	Designated Books	
9/12/2018'	Lawrence May			200.00	General Use	
9/19/2018	Friends of the Brown County Library			11,415.28	Equip/Program Requests	
9/1/2018'	Ashwaubenon			43.65	Donation Box	
9/1/2018'	Bookmobile				Donation Box	
9/1/2018'	East			28.81	Donation Box	
9/1/2018'	Weyers/Hilliard			32.00	Donation Box	
9/1/2018'	Customer Service				Donation Box	
9/1/2018'	Kress			33.90	Donation Box	
9/1/2018'	Pulaski			13.65	Donation Box	
9/1/2018'	Southwest			13.52	Donation Box	
9/1/2018'	Wrightstown				Donation Box	
	<b>Total Donations</b>			<b>\$ 11,825.61</b>		
Federal & State Grants						
	<b>Total Grants</b>			<b>\$ -</b>		
	<b>Year-to-date Donation Box Receipts:</b>					
	Ashwaubenon	\$ 299.14	Kress	208.30		
	Bookmobile	8.51	Pulaski	66.76		

	East	281.43		Southwest	287.27		
	Weyers/Hilliard	401.22		Wrightstown	20.98		
	Cust.Service	229.54					
	Donation Box Total				\$ 1,803.15		

**Motion carried.**

**Motion** by Vander Leest, seconded by Pletcher, to receive and place the September financial statements on file. **Motion carried.**

#### **FACILITIES REPORT**

Terrien asked if the library received a certificate of occupancy from the third floor tenant. Beyler reported that they are looking into it. Van Dyck asked that the landscaping at the southeast side of the Central Library be cleaned up. **Motion** by Vander Leest, seconded by Pletcher, to receive and place the facilities report on file. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: SECURING A COMMERCIAL REALTOR REGARDING EAST/ASHWAUBENON BRANCHES** Van Dyck reported six commercial brokers were approached and two responded - Pete Roland from Bay Lakes Commercial and Mike Hubert from KW (Keller Williams). Much discussion took place over a buyer-agent scenario; using more than one realtor for a broader network; maintaining existing relationships with brokers; and ensuring a level of certainty - for the sake of the county. All agreed that a decision must be based on what is best for the library. **Motion** by Terrien, seconded by Running, to pursue a contract with Bay Lakes Commercial for 6-month buyer agency agreement that includes exclusions of property owned by a village/city and any municipal-type property or properties already considered. **Motion carried.** Vander Leest abstained because he knows both parties.

**DISCUSSION AND POSSIBLE ACTION: MEETING ROOM POLICY REVISION** A conversation regarding a revision to the policy began at the last meeting. Based on that conversation, policies from several other public libraries were charted and discussed. The Admin team put forth recommended meeting room policy changes that clarify prohibited use, the definition of, "open to the public," and more. Much discussion took place regarding the free use of meeting spaces by a variety of 501(c) organizations and if any could be excluded and therefore subject to a rental fee. A general opinion of the board was that if a group is a non-profit, they should not be charged. Rodriguez reminded that the role of library is to help people's minds grow. The library is an institution to instruct everyone. Pletcher noted that this topic comes up at libraries all over - especially at election time. **Motion** by Rodriguez, seconded by Vander Leest, to direct staff to apply the approved recommended changes to the meeting room policy and bring the policy back to the board for approval in November. **Motion carried.**

**OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION** **Motion** by Vander Leest, seconded by Pletcher, to convene in closed session at 6:45 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

**CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - compensation adjustment/pay for performance.

**RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN TAKEN IN CLOSED SESSION** **Motion** by Vander Leest, seconded by Running, to return to open session at 7:25 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: WELCOMING SARAH SUGDEN - SCHEDULE AND RECEPTION** Discussion took place about Sarah's schedule and meetings she should attend, people she should meet, etc. The Admin team is working on this and has a schedule drafted. Ideas were shared for Sugden's first day and first Library Board meeting. Lagerman will make arrangements.

**Motion** by Vander Leest, seconded by Pletcher, to approve plans for welcoming Sugden. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck thanked the Admin team for stepping up over the last six months. He also complimented Chosa, Lagerman, and Rogers for the great job they did presenting at the Ed & Rec budget meeting the week before.

**LIBRARY REPORT** Regarding the Class & Comp plan, the county rolled the library's plan into theirs. The library received the results of a department study HR completed. After review, a meeting will take place with the Admin team, the library's HR Generalist, HR

(interim) Manager and County Admin. The proposed percentage available for pay for performance is 2.25%. There could be monies set aside for class and comp adjustments but how that will transpire is unknown.

Aubinger appreciated the conference attendee report submitted by Clare Kindt who attended the Association for Rural and Small Libraries conference in Illinois. Van Dyck commented on the "Knowing Your Customer," presentation and cited an action taken by the ADRC to improve their meal offering. Vander Leest and Judge Tim Hinkfuss attended the Local History Series presentation by Mary Jane Herber on Brown County courthouses. Vander Leest suggested that it might be nice to have Herber present at a Library Board meeting. That idea was broadened to include consideration of a 15-minute presentation by various staff at each meeting.

#### OTHER BUSINESS

#### SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Rodriguez, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:25 pm.

#### NEXT REGULAR MEETING:

November 15, 2018

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman

Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on November 15, 2018 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING and JOHN VANDER LEEST

**EXCUSED:** HECTOR RODRIGUEZ and STEVE TERRIEN

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Supervisor Alex Tran (Brown County Supervisor, District 21); Krystal Krimmel and Christian Wence (UWGB).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Jacobson, seconded by Pletcher, to approve the minutes. Motion carried.

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

Welcome Sarah Sugden Van Dyck welcomed Sarah who commented that she is impressed by the quality of the team and is grateful to be here. UWGB students attended as part of the coursework.

Communication forwarded to Library Board from Education and Recreation Committee on September 27, 2018 from Supervisor Tran re: *Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) for September County Meeting.*

Tran commented that Chairman Moynihan, who also represents Ashwaubenon, was planning on attending. They both are looking forward to working with Sugden. Tran would like a master plan for the expenditure of sales tax money that includes the Ashwaubenon library. She noted that it does not have the greatest in accessibility for handicapped, and parking is an issue. She would like a new library as the current building is outdated and the community is growing and hoping for a user-friendly library. Van Dyck replied that the county had \$20M dollars assigned to East, Ashwaubenon, Central and Pulaski branches. Exact dollar amounts have not been designated and there is some flexibility. The Board has agreed that the East Branch is the first priority. Beyond that, Central and/or Ashwaubenon could come next. A realtor was engaged and a contract has been signed. The realtor is looking in Ashwaubenon, East Green Bay and Bellevue. Tran is hoping for an allocation of \$5-6M towards a library since Ashwaubenon contributes a significant amount to Brown County. Vander Leest restated that the East Branch is the Board's top priority since it is a rented space that is also for sale - there is a higher urgency because the library could be asked to vacate if the property sells. It was mentioned that the cost of vacant land is very high in Ashwaubenon (and higher near Lambeau) and perhaps it would be beneficial to expand the existing footprint of the current library. There is interest in options for a new or the existing site such as a mixed-use partner. The Packers have been approached but would prefer a revenue generator. It is preferable to stay on the west side of Oneida Street but that poses a challenge because there is not a lot of property available. Aubinger noted that there are many power lines near the back of the current library. Valley View School was approached about the possibility of selling the parking lot off True Lane (north of library) but they are not interested in losing any parking. Tran commented that multi-use residential is needed in Ashwaubenon (affordable senior living). She has talked to the Children's Museum of Green Bay's director and there was a willingness to possibly to have satellite site in library. Tran commented that Microsoft could be a possible program partner. Vander Leest recalls that a senior housing development wanted too much money from the library, making a partnership not viable. Any deal has to be a good deal for the county. A master plan can be developed and detailed once there is confirmation of the availability of sales tax money (pending lawsuit). Tran discussed the stadium district with the Village President and both agree that it is too expensive for the library.

**Motion** by Vander Leest, seconded by Running, to receive and place on file. Motion carried.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the distributed summary report. Van Dyck requested a list of all donation funds, trust funds, etc. that have money in them. The library will have net income at year-end that will be transferred to Equity due to high number of vacancies.

**Motion** by Vander Leest, seconded by Running, to receive and place on file the financial report and Gifts, Grants and Donation report as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
October 2018**

**Gifts & Donations**

10/03/18	Wrightstown Lions Club	500.00	WR Misc
10/24/18	Joan Stangel	35.00	LHG Materials
10/17/18	Branch Buddies	52.45	Prog Supplies
10/17/18	Friends of the Brown County Library	1094.87	Prog Supplies
10/24/18	Rosera-Kane Estate	31,821.06	WH Childrens
10/24/18	Norsetter Family Foundation Ashwaubenon	250.00	General Donation
10/1/2018'	Bookmobile	22.94	Donation Box
10/1/2018'	East		Donation Box
10/1/2018'	Weyers/Hilliard	89.54	Donation Box
10/1/2018'	Customer Service Kress	43.00	Donation Box
10/1/2018'		38.90	Donation Box
10/1/2018'	Pulaski	13.41	Donation Box
10/1/2018'	Southwest	16.40	Donation Box
10/1/2018'	Wrightstown	10.46	Donation Box
10/1/2018'	Total Donations	11.73	Donation Box
		<u>\$ 33,999.76</u>	

**Federal & State Grants**

10/1/2018	Nicolet Federated Library System	\$ 6,562.50	Collection Development (3/4 pymt)
	Total Grants	<u>\$ 6,562.50</u>	

Year-to-date Donation Box Receipts:			
Ashwaubenon	\$		
Bookmobile	322.08	Kress	221.71
East	8.51	Pulaski	83.16
Weyers/Hilliard	370.97	Southwest	297.73
Customer Service	444.22	Wrightstown	32.71
	268.44		
Donation Box Total		<u>\$ 2,049.53</u>	

**Motion carried.**

**FACILITIES REPORT** The certificate of occupancy for third floor was received. To replace the failed compressor in Weyers-Hilliard's air-cooled chiller would cost ~\$6000 and an additional ~\$2600 if the (R22) refrigerant needs to be replaced. A new unit is \$40,000-50,000. Beyler recommend not replacing the compressor; completing a spec for a new air-cooled chiller; replacing the chiller in 2019 with fund balance; or include a replacement in the 2020 budget. He noted that the chiller can run on three compressors and can get by if another

fails. Vander Leest suggested trying to get along with it as is. Van Dyck suggested posting the spec in 2019 and seeing what bids are received. A 2017-2018 facilities project report was distributed. Distributed a facilities projects report.

**Motion** by Vander Leest, seconded by Running, to receive and place the facilities report on file. **Motion carried.**

**UPDATE: COMMERCIAL REALTOR REGARDING EAST AND ASHWAUBENON BRANCH SITES SEARCH** Van Dyck reported the realtor has been in place for about a week and has already provided information on one parcel on the East side. Van Dyck commented that he was re-approached by the family that owns land in Bellevue (3 or 4 acres) and were willing to donate for naming rights.

**APPROVE PAY FOR PERFORMANCE STRUCTURE** Chosa reviewed the distributed report. Calculations came in very close. Performance Reviews for the Administrative team are scheduled on December 3. Jacobson asked how this was going to be done since the board does not have daily interactions with the team. Admin will provide written data and Running has documentation from the last three years. Running mentioned that a template will be used and they (Running, Van Dyck, Pletcher and Sugden) will do the best they can. Van Dyck noted that Running has been attending Admin meetings and his input will be valuable. Pletcher has been involved in this process in the past. Sugden will help with goal setting. Any wage increases will come before the board for approval in December. Van Dyck asked staff if the evaluation process is good. Jacobson asked why there were so many employees ranked at, "Exceeds Expectations." Rogers explained the descriptions of the board-approved rankings and difference between Exceeds Expectations and Occasionally Exceeds Expectations. It was suggested that a staff development program might be a good idea to keep objectives structured. Van Dyck does not believe in across the board wage increases – the county proposed a bonus structure and that might make more sense (ex. mid-range increase plus bonus). Jacobson asked if there was an opportunity to give a gift card for a job well done. The county has policy that prohibits this. Van Dyck would support the bonus idea for next year, as it might be more viable and give more flexibility. Jacobson suggested clear written guidelines on the Needs Improvement ranking. There is not enough money in the county budget to address class and comp. **Motion** by Running, seconded by Kathy to approve the Pay for Performance structure. **Motion carried.**

**APPROVE MEETING ROOM POLICY REVISION** Aubinger requested that a list of all meetings be publicly announced. "All open meetings will be publicly posted," language will be added under the non-profit section of the policy. **Motion** by Jacobson, seconded by Pletcher, to approve as revised. **Motion carried.**

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** Sugden distributed a written report summarizing her first nine days as director. This included her orientation to the library, introductions to county departments and external community partners, and other updates. Per the Board's preference, she will prepare a regular summary report.

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** **Motion** by Running, seconded by Vander Leest, to direct the director to thank the Friends for their efforts. **Motion carried.**

Discussion took place about moving the December board meeting. **Motion** by Running, seconded by Vander Leest, to move the December board meeting to December 13 (*Note – on 11/30/18, this meeting was rescheduled to its original date of December 20*). **Motion carried.**

Vander Leest suggested having a brief department or branch presentation starting in January.

**ADJOURNMENT** **Motion** by Vander Leest, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 6:45 pm.

**NEXT REGULAR MEETING:**

December 20, 2018

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary



## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on December 20, 2018 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, MARISSA MELI (6:10 pm), KATHY PLETCHER, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:** HECTOR RODRIGUEZ

**ABSENT:** KAYLA JACOBSON

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:18 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Vander Leest, seconded by Running, to approve the minutes. Motion carried.

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Aubinger attended the recent Friends of the Brown County Library Board meeting. Aubinger and Meli plan to attend more regularly.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reported and reviewed the following Special Library Funds as of 11/30/18:

**Lester Wood Trust Fund \$13,432** designated for the maintenance of the Central Library Wood Memorial Garden:  
Principal balance \$13,432; average annual interest is \$200

**Fredericka Crane Trust Fund \$8,604** designated for the purchase of art and music books:  
Principle balance: \$8,604; average annual interest is \$95.

Interest is booked and monies are held by the County Treasurer. Van Dyck asked if it was one lump sum or segregated. It was suggested that Chosa look into other investment options for these funds that would yield higher interest income. Motion by Vander Leest, seconded by Running, to receive and place on file the financial report and Gifts, Grants and Donation report as follows:

### **Brown County Library Gifts, Grants & Donations Report November 2018**

#### **Gifts & Donations**

11/14/18	St. Norbert College		Escape Rm
11/21/18	Friends of the Brown County Library	25.00	Kress
11/28/18	Rhoda Esson	507.91	Prog Supplies
11/1/2018'	Ashwaubenon	500.00	Large Print
11/1/2018'	Bookmobile	43.81	Donation Box
11/1/2018'	East	5.00	Donation Box
11/1/2018'	Weyers/Hilliard		Donation Box
11/1/2018'	Customer Service	59.46	Donation Box
11/1/2018'	Kress	11.11	Donation Box
11/1/2018'	Pulaski	33.48	Donation Box
11/1/2018'	Southwest	16.25	Donation Box
11/1/2018'	Wrightstown	50.13	Donation Box
	<b>Total Donations</b>	<b>\$ 1,252.15</b>	Donation Box

**Motion carried.**

### FACILITIES REPORT

Beyler reported that public bids for an air-cooled chiller at Weyers-Hilliard and Direct Digital Controller replacement projects are posted and due prior to the January board meeting. Other projects in progress include Kress meeting room carpet replacement; Bookmobile exhaust evacuation system; Ashwaubenon lighting retrofit; and Weyers Hilliard micro-inverter replacement (they are failing and can be replaced for half the cost ~\$60 each). Van Dyck suggested that Beyler look into any opportunities for mechanical equipment from the demo of the arena. Beyler will contact Doug Marsh in County Facilities to request a walk-through.

Motion by Vander Leest, seconded by Terrien, to receive and place the facilities report on file. Motion carried.

### PERSONNEL UPDATE

Rogers reported that there were four open positions in November and two have been filled. Violation report training and dealing with problematic behavior took place for staff. A webinar in January on safe and secure libraries has been offered to staff and should help empower them. The Board is invited to attend. Motion by Vander Leest, seconded by Pletcher, to receive and place the personnel update on file. Motion carried.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported the Friends of the Brown County Library, at their last board meeting, approved almost \$15,000 worth of funding requests submitted by staff. This is a semi-annual funding event (following each book sale) where staff is given the opportunity to request items or funding support for the library. The Admin Team reviews all requests prior to submission to the Friends. A recent Friends-funded program was Reindeer Cheer held at the Weyers-Hilliard Branch Library. It featured live reindeer, photo opportunities, visits with Santa, activities, refreshments, and performance by the Bay Port High School Chorale. Over 1,200 people attended.

The Friends Give-A-Kid-A Book annual campaign wrapped up today. It collects new books for children and teens (ages 0-18) that are given to low-income families as gifts through the Salvation Army's Holiday Giving program. Distribution took place yesterday and today and approximately 5,000 children will each receive two new books because of the campaign's efforts. This campaign is supported by the Brown County Community Women's' Club, Nicolet National Bank, and Green Bay Packers Give Back. Packer wives who served as honorary chairs – supporting the campaign through guest appearances – were Molly Crosby, Natalie Montgomery, Jessica McCarthy, Diane Philbin, Megan Cuevas, and Aiyda Cobb.

All library locations will participate in Blanketing Brown County by acting as collection sites during the month of January. The 2018 drive collected 2,410 blankets that are distributed to 42 programs that serve homeless and low-income families.

The second issue of the combined children, teen and adult calendar is at the printer. The initial issue (Nov-Dec) was met with great enthusiasm and the library has received positive feedback about the change. It is posted on the library's website.

The library has a long-standing partnership with Feld Entertainment – the company that presents Disney on Ice. Over 50 tickets to the touring show are the prize for the Library's Winter Reading Club for children, a bingo-styled card that encourages reading and literacy-based activities. Pairs of tickets are awarded to winners at all locations.

Lagerman also mentioned that the library has a regular segment on Fox 11's Good Day, WI called Good Reads on the first and third Wednesday of each month. Staff booktalk several titles with Rachel Manek. Subjects vary and often tie into a program that is taking place at the library. Weekly annotated booklists, compiled by staff, are submitted to the Green Bay Press-Gazette and run on Sundays in the Life section. They are Youth Reads and Wisconsin Reads.

Lastly, the library has implemented the use of the USPS' bulk mailing tool that corrects addresses before a mailing is sent. This will result in saved fees for returned mail. The bulk permit cost is waived if the tool is used. We hope to see savings to the postage account in 2019. There will also be savings in staff time since this is mostly an automated process.

Motion by Vander Leest, seconded by Running, to receive and place the communications/programming update on file. Motion carried.

APPROVE 2019 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT DAYS Motion by Vander Leest, seconded by Pletcher, to approve the 2019 closures for holidays and staff development days as presented. Motion carried.

### DISCUSSION AND POSSIBLE ACTION REGARDING THE RESOURCE LIBRARY AGREEMENT

Pletcher commented on one change where NFLS paid \$3000 in 2018 and will pay \$3000 in 2019 to address an inequity in delivery services.

Motion by Vander Leest, seconded by Meli, to approve the 2019 Resource Library Agreement. Motion carried.

**DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY CLASSIFICATION AND COMPENSATION STRUCTURE**

Rogers reported that the library has been working with Brown County on a Classification and Compensation structure. The County has worked through classification and now working on compensation. It is expected that the classification portion should come to library board in January. Running asked what comparable data sets are being used. The County is using Pay Scale but the info returned was not reflective of library positions so the library provided information from libraries in Wausau, Fond du Lac, Marinette, and Appleton.

Motion by Vander Leest, seconded by Terrien, to hold report until January. Motion carried.

**PRESIDENT'S REPORT** Van Dyck reported that Aubinger, Running and Meli were approved for three-year terms at the County Board meeting. He also reported that you might hear talk about the Central Library building and noted that there many ideas floating around and they are just speculative and anything worth talking about it will be discussed at the Board level.

**LIBRARY DIRECTOR'S REPORT** Sugden reviewed her written report and highlighted the following: Invitations were extended to managers to present at Library Board meetings. The January Board meeting will be at the East Branch and Bobbie Kuehn, manager of both the East and Denmark branches will share current activities, general demographics, overall use and the biggest challenges and opportunities facing the branch. The February meeting will be at the Ashwaubenon Branch in February. Van Dyck asked for an explanation of the eBook lucky day collection. Demand is tremendous for eBooks and audio books. The Lucky Day collection will help people find titles faster. It was asked if the loan period be shorter than 3 weeks. Sugden will look into this. Genealogy 101 flyers were distributed. Motion by Vander Leest, seconded by Aubinger, to receive and place on file. Motion carried.

**OPEN SESSION** Discussion and possible motion to convene in closed session. Staff was invited to stay. Motion by Vander Leest, seconded by Terrien, to move into closed session at 6:12 p.m. Roll Call Vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. Motion carried.

**CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East Branch.

**RECONVENE IN OPEN SESSION** Approve any action that may have been recommended in Closed Session. Motion by Running, seconded by Terrien, to return to open session at 7:07 pm. Roll Call Vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. Motion carried.

**OPEN SESSION** Discussion and possible motion to convene in closed session Staff was excused. Motion by Vander Leest, seconded by Pletcher, to move into closed session at 7:08 p.m. Roll call vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. Motion carried.

**CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrative Team's pay for performance.

**RECONVENE IN OPEN SESSION** Approve any action that may have been recommended in Closed Session. Motion by Pletcher, seconded by Vander Leest to return to open session at 7:48 pm. Roll call vote: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. Motion carried.

Motion by Running, seconded by Meli, to approve the pay for performance amounts for the Administrative team as discussed in closed session. Motion carried unanimously.

Motion by Pletcher, seconded by Vander Leest, to issue to Library Administrators Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers a one-time compensation for the completion of the Executive Director's duties during the six months the Executive Director position was vacant to be paid as part of the December 29, 2018 payroll. Motion carried unanimously.

**OTHER BUSINESS**

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**ADJOURNMENT** Motion by, seconded by, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 8:05 pm.

**NEXT REGULAR MEETING:**

**January 17, 2019**

**5:15 p.m.**

**East Branch Library**

Respectfully submitted,

Sue Lagerman

Recording Secretary

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES. CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 10, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Bernie Erickson, Sandy Juno, Tom Sieber, Paul Ballard, Terri Trantow and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke  
**EXCUSED:** Kevin Kuehn and Erik Hoyer

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**CALL MEETING TO ORDER**

1. Vice Chair Erickson, called the meeting to order at 4:31PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Tom Sieber and seconded by Sandy Juno to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the month of November had not closed at the time of the meeting. She shared in her reforecast likely small deficit for FY18 due to lackluster photograph sales, not achieving room rental budgeted amount and static gate. Additionally, she mentioned the department would need to factor in casual time pay out. She will be monitoring expenses closely for the remainder of December.

Museum Director Lemke had hoped to have an update on the ROM budget and next steps from Bluewater Studio post November 30, 2018 meeting however, no update had been provided at the time of meeting. The November 30, 2018 meeting intent was to use the essential components and decisions already made to find different directions to take them in order to reduce cost. The meeting was an open-ended exploration of ideas and directions could help the budget footing. In attendance from Bluewater Studios was Erich Zuern Executive Producer, Katherine Molineux, Principal Consultant, Lord Cultural Resources and James Bruer, Founding Partner, WeatherstonBruer Associates.

Museum Director Lemke thanked Deputy Director Kevin Cullen for coordinating the construction of the Neville Public Museum Downtown Green Bay Parade float as well as Guest Services Coordinator Laura Pickart for decorating the 2018 Connect Inc. Cancer Concierge Christmas Tree in the theme of the folktale *The Mitten*.

Museum Director Lemke shared the request by the Kenosha Public Museum for a short-term loan of a cavalry carbine carried by a 1<sup>st</sup> Wisconsin Cavalry trooper for the duration of August 2019-December 2019. The request would be contingent on the cavalry carbine not being on display in an internally created exhibit *Guns and Gowns* opening in the fall of 2019. Additionally, she shared that current exhibit *Delay of Game: Experiences of African American Football Players in Titledown* Curator Lisa Kain was submitting paperwork for American Alliance of Museum label award consideration, as well as American Association of State and Local History and Wisconsin Historical Society Award of Merit.

Finally, Museum Director Lemke shared the interest of Supervisors Borchardt and Tran in meeting to learn more about the Neville's Collection and how it might be able to be utilized within the County. She reminded the

Board about Accreditation Standards of loaning 3-d artifacts to other like institutions. Museum Director Lemke shared that she was working on setting up a time to tour the exhibit *Our Brown County* in early 2019 and discuss how the stories within that space could continue to live on after the physical display was taken down. Discussion ensued, no further action taken

4. Such other matters as authorized by law: The Board reviewed the 2019 meeting dates and recommended to keep them as listed below. Museum Director Lemke thanked Supervisor Tom Sieber and Neville Public Museum Foundation Past Chair Terri Trantow for their years of service on the Board, their dedication to the institution, staff, and mission. She promised them she would keep them updated on the progress and future goals.

Next meeting of the Neville Public Museum Governing Board will be January 14, 2019  
at 4:30pm.

**2019 meetings dates are as follows:**

February 11, 2019

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

November 11, 2019

December 9, 2019

5. Adjournment. Vice Chair Erickson called the meeting to an end at 4:54PM.  
Motion made by Tom Sieber and seconded by Sandy Juno to approve.  
Vote taken. MOTION APPROVED UNANIMOUSLY.

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 14, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Bernie Erickson, Erik Hoyer, Paul Ballard, and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke  
**EXCUSED:** Sandy Juno

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**CALL MEETING TO ORDER**

1. Chair Kuehn, called the meeting to order at 4:30PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the team spent the first two weeks of the New Year reviewing and completing year-end deposits, accounts payable, fixed asset reporting and accounts receivable. The County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a small deficit for FY18 due to underperforming photograph sales and static gate in late 2019.

Museum Director Lemke provided the board hard copies of the updated financial model, version 7 of the draft project schedule, and a review of how Bluewater defined Phase 2 as design development for the Core Gallery project. She shared that a web review meeting is scheduled for January 22, 2019 to discuss updated concept layout. She did not have files to share at the time of the meeting but promised that she would share them with the board after the January 22, 2019 web meeting. She shared that Bluewater has to achieve a substantial amount of work approved between the present date and mid-April to proceed on to phase 3.

Based on the updated schedule the Museum Team recommended extending the run of "Holiday Memories" until January 27, 2019 and "Delay of Game" until March 24, 2019. Tentatively March 1, 2019 will be the start of a public awareness media campaign that upgrades are coming to the core gallery starting in May 2019. She shared the staff concern of October 2019 and the smaller pop up exhibits that will be on display as the Walter Gallery is in transition. Museum Director Lemke mentioned the need for banker boxes and shelving. Chair Kuehn and Neville Public Museum Foundation Chair Renard offered pallet shelving as a possible temporary solution. Museum Director Lemke will work with Collection Manager Pfothauer on the offer.

Museum Director Lemke provided the board with the following list of scheduled outreach events for the Museum: Arti Gras, Art Street, OBI Farmers Market, OBI Bridal Show, Green Bay Parenting Expo, Einstein Expo, Breakfast on the Farm and Movie in the Park with BC Parks Department.

4. **Such other matters as authorized by law:** Museum Director Lemke shared with the board that the steam boiler that sources the humidification system had mechanical challenges Sunday, December 23, 2018 and has not been operational since the holidays. BC Facilities staff is working on the solution however it has proven difficult.

Collections Manager Pfothenhauer is monitoring temperature and humidity on a daily bases in central storage. The Neville Public Museum Foundation is allowing the purchase of an additional dehumidifier for central storage this budget year. Collections Manager Pfothenhauer is working on the purchase.

The board is invited to the Wisconsin Historical Society "Share Your Voice" event hosted at the Neville on Thursday, January 31, 2019.

Vice Chair Erikson shared the dates of the upcoming Tall Ship Festival to be held downtown in late July. Museum Director Lemke told the board that the dates were on the work calendar and that the Museum Team will work with PMI to maximize the exposure to the Museum and exhibits during this weekend. Museum Director Lemke directed Deputy Director Cullen to review maritime related artifacts in the collections database for a possible popup exhibit on the Mezzanine for the duration of the festival.

Next meeting of the Neville Public Museum Governing Board will be February 11, 2019 at 4:30pm.

**2019 meetings dates are as follows:**

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

November 11, 2019

December 9, 2019

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:04PM.  
Motion made by Bernie Erickson and seconded by Paul Ballard to approve.  
Vote taken. MOTION APPROVED UNANIMOUSLY.



Brown County  
Golf Course  
Budget Status Report

11/30/2018

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 352,088	\$ 313,131	89%
Operations & Maintenance	\$ 693,509	\$ 576,573	83%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 991,100	\$ 947,284	96%
Miscellaneous Revenue	\$ 66,500	\$ 69,317	104%

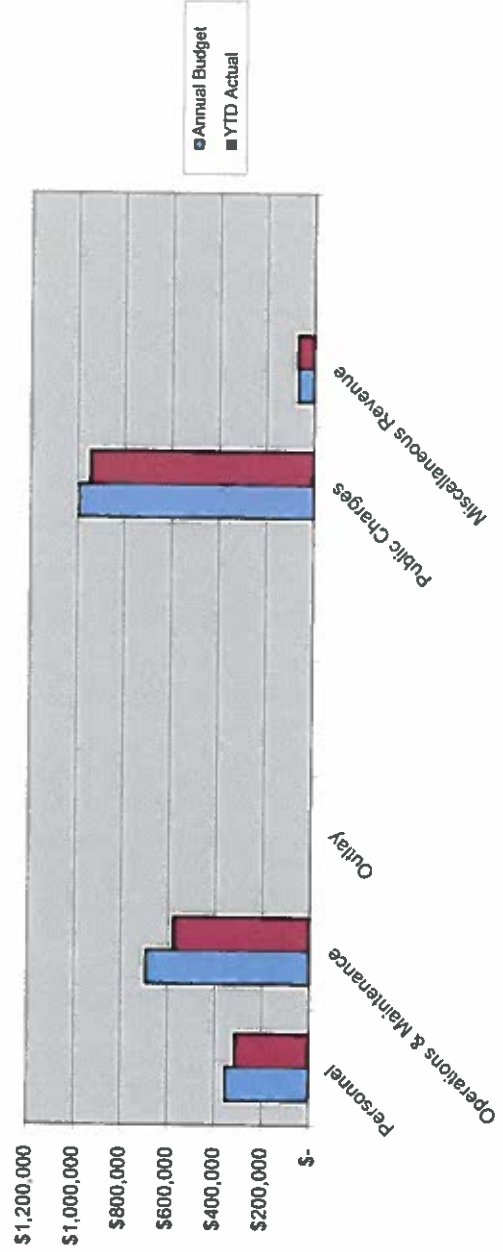
Public Charges consists of the following

Green Fees	\$ 675,000.00	\$ 630,741.00	93%
Cart Fees	\$ 220,000.00	\$ 225,102.00	102%
Concessions	\$ 95,000.00	\$ 90,356.00	95%

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

## Golf Course Budget Analysis November 30, 2018





# Brown County Library Report November, 2018

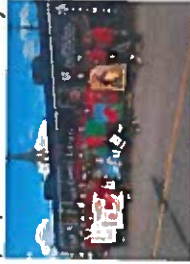
**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

## Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
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### County-Wide Successes

Sarah Sugden started as the library's new Executive Director. Her schedule was and is very full as she is out meeting staff, and people in the community.



The Bookmobile and library staff participated in the Downtown Holiday Parade to promote the Friends' 30<sup>th</sup> annual Give-A-Kid-A-Book campaign that collects new books for babies through age 18. These books are given to children in low-income families as presents at Christmastime.



The Give-A-Kid-A-Book kick-off news conference featured Packers wives, Molly Crosby, Diane Philbin, Natalie Montgomery, Aiyda Cobb, and Megan Cuevas as well as students from Fort Howard Elementary School.

The Facebook team put together a very popular video post about the BCL's cake pan collection. As of November 29<sup>th</sup>, this post appeared on over 56,000 feeds, shared 491 times and had over 36,000 views, and those numbers are likely to continue to grow! This shows that our unique collections of "things" strike a chord with the public and that our Facebook efforts are paying off!

### Central Library Successes

An adult, passive program provided holiday cards for customers to write in and place in a box to be sent to American troops overseas. Postage is being paid by the family of one of our team members who took up a donation at a family function.

A customer at the Ashwaubenon branch committed to crocheting one winter item (hat, mittens, scarves) per day for the whole year and donated them all to the Library! The items were labeled and placed in clear plastic bags and are hung on the fence of the Celcom Children's Edible Garden for people to take if they need them.

Customer Service staff added several sets of Spanish "flashcards" with common words and phrases that might be used in the library. They can be used if staff is having difficulty communicating with a Spanish-speaking customer.

					X
X			X		X
X					X
					X
		X	X		
			X		
X	X		X		



# Brown County Library Report November, 2018

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

## Strategic Priorities

The program, "Perspectives: Human Trafficking" had 60 attendees (over 500 interested in the Facebook event).  
A program conducted for the Lifelong Learning Institute on Postcard Views of Green Bay 1900 - 1920 had about 100 people.  
A school visit focused on an elders project for Langlade School in Allouez. A history timeline was presented and over 50 students practiced with sample interview questions



The Central Library hosted N.E.W. Water's toilet display in recognition of World Toilet Day. The display highlighted the dos and don'ts of flushing.

The Diverse Author Series continued with and appearance by Native American author Joseph Bruchac.

### Ashwaubenon Branch Successes

An adult storytime held at Woodside Manor attracted 42 attendees. Kindergarten and first grade students from St. Joseph's Elementary attended and interacted with residents. The teachers were appreciative since their school is too far to walk to the library, and the residents engaged. Woodside Manor staff were very appreciative.

Children's librarian attended the STEM Summit 2018 morning session that talked about the importance of quality STEM education and a STEM literate society.

### Denmark Branch Successes

All 4K classes visited for a curriculum-based storytime and check out.

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
			X	
		X		
X			X	
				X
X			X	X
X		X		
X				
X				



# Brown County Library Report November, 2018

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

## Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
X		X		
			X	
X				
			X	
				X
			X	
		X		
X				
X	X			

Staff did a pop-up storytime at the Denmark Community Center (formerly Denmark Senior Center). 16 attended.

New attendees came to the Hygge program for adults.

22 people attended the Thanksgiving themed storytime. Families had fun listening to stories and creating pinecone turkeys.

### East Branch Successes

Dia de los Muertos Celebration was very successful. Between 180-200 families attended this event that included a story, traditional pan de muerto, sugar skull decorating, face painting, paper flower craft and paper skeleton craft.

East staff and Denmark staff participated in the Marshmallow challenge at their staff meeting. This exercise highlighted collaborative work and the principal of trying out ideas as you go along rather than hoping for a single idea to bring you success at the end. (Kindergarteners can build higher structures than business school graduates can.)

Cornhusk Doll Making program was well received. There were 23 intergenerational attendees - most of which were adults and non-regular patrons. The presenters talked about traditional Native American crafts and stories before making the cornhusk dolls. The feedback on the program evaluation forms was all positive and two people wrote that they "loved it".

### Kress Family Branch Successes

Book and a Movie: Murder on the Orient Express at De Pere Cinema had 78 attendees.

### Pulaski Branch Successes

A very successful Dino-vember scavenger hunt had more than 50 kids looking for dinosaurs hidden around the library. This scavenger hunt was paired with dinosaur themed storytimes and programs throughout the month.

### Southwest Branch Successes

November was a month filled with STEM themed successes. Code-a-pillar storytime included reading books that reinforced STEM concepts and finished with free playtime with the Code-a-pillar toys. 18 children & parents attended.





# Brown County Library Report November, 2018

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

Ozobot Storytime also had a very popular Facebook event, garnering a lot of attention from parents (who asked for repeats!). iPads - an Ozobot class – iPads provide many new possibilities for programming.  
Boxels STEM kits for kids- Boxels promote imaginative play mixed with STEM themes like coding and building video games.

Another successful Wii bowling season wrapped up. The perennially popular program is fully booked for both sessions and is a huge source of joy for the regular participants. We even had one bowler who achieved a perfect 300 score this season!

## Weyers-Hilliard Branch Successes

The TAG (Teen Advisory Group) is working on their articles for the Jan/Feb issue of the Teen Action Gazette that will be published bi-monthly featuring book reviews, event summaries and previews, interviews, member-produced artwork, and more!

Training webinars helped our staff learn new things: Money Smart Week, WISCAT, Communications Group, SirsiDynix.

Successful Saturday programming in November (128 attendees in all), featured a mix of outside groups and volunteer led/library organized events: Nutcracker Ballet, International Games Day, and Money City. The library collaborated with the Dance Company, area teen volunteers, and Bay Port DECA respectively.

Youth Services Librarian traveled to Head Start and Spanish Head Start to conduct early literacy storytimes for 160 students this month.

Over 75 people attended the Turkey Triathlon featuring an obstacle course, crafts, and music.

Staff met with representatives from Howard Commons, the new apartment complex near the library, to introduce book club kits and library resources to their event coordinator. Plans for future collaboration and library card sign-up drives are in the works.

## Wrightstown Branch Successes

Staff worked with St. Clare's 8th grade class and modified an escape room during their class visit.

Evening storytime attendance is growing.

## Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
		X		
		X	X	
				X
X				
X				
		X		
				X
		X		
X				



# Brown County Library Report December, 2018

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

## Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management
--------------------------------	------------------------------	---	---------------------------------------	------------

### County-Wide Successes



**GIVE  
A-KID-A  
BOOK**

The Friends Give-A-Kid-A Book annual campaign wrapped up today. It collects new books for children and teens (ages 0-18) that are given to low-income families as gifts through the Salvation Army's Holiday Giving program. Distribution took place yesterday and today and approximately 5,000 children will each receive two new books because of the campaign's efforts. This campaign is supported by the Brown County Community Women's Club, Nicolet National Bank, and Green Bay Packers Give Back. Packer wives who served as honorary chairs – supporting the campaign through guest appearances – were Molly Crosby, Natalie Montgomery, Jessica McCarthy, Diane Philbin, Megan Cuevas, and Aiyda Cobb.

Staff from several locations helped during distribution, lending their expertise in children's literature selection, (some using bilingual skills) to help parents find just the right book for their child(ren).

### Central Library Successes



The Diverse Perspective Author Series wrapped up with a visit from Roshani Chokshi, an American novelist, the author of the young adult novels *The Star Touched Queen* and *A Crown of Wishes*. The *Star-Touched Queen* was a finalist for the 2017 Locus Award for Best First Novel and for the 2017 Andre Norton Award. Her children's novel, *Aru Shah and the End of Time*, was published in 2018.

Staff presented an "Expand Your Reading, Expand Your World" Lifelong Learning event. They received about 30 very positive reviews of the program.

The multiple copies collection (for book discussion groups) broke its own record for both number of requests and total books borrowed.

The Customer Service Team organized a three-part holiday series that was very successful. The Singing Hands Bell Choir performed, Local History Department staff presented "Stories From Christmas Past," and Rabbi Moishe Steigmann gave an extremely educational and informative presentation on the true history and meaning of Hanukkah.

### Ashwaubenon Branch Successes

Staff conducted a Christmas Read-aloud program for residents and family members at Woodside Nursing Home that was well received.

Youth Services librarian did storytimes and outreach at two daycares - one was a new connection for the library. She also met with local school librarians to talk about resources available to them and volunteer opportunities for their students. She also did a storytime program at the local grocery, Fresh Thyme, which was well publicized by their organization.

X					X
X			X		
		X			
					X
X		X	X		
				X	
X					



# Brown County Library Report December, 2018

## Strategic Priorities

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

29 people attended the Barbershop Quartet Christmas program. Surveys had lots of positive feedback on the program. In addition, 20 teens and tweens participated in the Selfie Scavenger Hunt program. The Henna Tattoo Program for teens was also popular.

### Denmark Branch Successes

The storyline held at the Denmark Community Activity Center had an attendance of nine.

Staff assisted the high school Library Media Specialist in gathering materials on various countries for students to use during a research project for their history class. Library staff will present jointly with the Media specialist on the library's catalog and online resources.



Santa Claus brought in 15 people to the library. Santa and Mrs. Claus helped with various craft projects and all enjoyed holiday music, cookies and a reading of *The Night Before Christmas*.

Branch Manager attended the Denmark Community Business Association representing Library for the first time this month and will continue to attend. It was nice to meet business people in the community. Staff has also been distributing event calendars to local businesses.

### East Branch Successes

"Hand Lettering for the Holidays" program was successful. There was a lot of interest in this program, the class was at maximum capacity and the reviews of the program and presenter were very positive.

A virtual reality program had 10 in attendance. This was a nice opportunity for customers to see a new technology that they may not have been able to otherwise experience at no cost.

New Library Director accompanied branch manager to a Management Women meeting and was introduced to this group of over 100 women. Information about the impact of GAKAB, upcoming programs including Genealogy 101 series and Learning in the Library was shared.



Over 110 people attended the Happy Noon Year program on New Year's eve at Noon. This children's program was fun and included a real balloon drop at 12 noon.

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Awareness & Diversity	Management Goal
		X		
X		X		
X				
X				
				X
		X		
	X			
X				



# Brown County Library Report December, 2018

**Library Mission:**  
*Brown County Library is a catalyst for community advancement.*

## Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Awareness & Diversity	Management Goal
		X		
	X			
				X
		X		
X	X	X		
X				
		X		
X				

### Kress Family Branch Successes

An assistant helped lead a Vintage Christmas program with crafts from books and other activities. A range of adults ages 20s-60s attended.

Staff led a teen bubble magnets program and had materials for them to wrap them and present as gifts.

The branch participated in Definitely De Pere's 'Holly Days' event. It is a day of activities and sales in the downtown business areas. The library offered a card making craft and storytime with Santa in the afternoon.

A mini-quilt program took place over the holiday break for families. Using sewing machines, attendees learned basic sewing skills.

### Pulaski Branch Successes

The Branch participated in the community's Frosty Fest event, which featured free holiday activities throughout the village. At the library, participants could write letters to Santa and fuel up on free hot dogs. Staff welcomed 145 members of the community, many of whom checked out books and got/updated library cards.



### Southwest Branch Successes

Youth Services librarian created "Storytime to Go" kits that include 3 books, a piece of paper with two songs on it and instructions for a craft, all of which surround a particular theme (bears, a popular children's author or character, etc.) The patron checks out the three books and keep the instructions sheet. She is hoping that this will encourage early literacy activities at home.

A DIY Book Page Wreath program had a lot of interest – registration filled quickly and had a full waiting list. The patrons who attended loved it and each were able to take home a wreath made from recycled books.



The "I Survived the Children's Blizzard of 1888" escape room/choose your own adventure experience was much more successful than we planned as 103 children and parents tried the challenge!

A Fortnite Challenge program for tweens & teens during Christmas break attracted some new teens to the library.





# Brown County Library Report December, 2018

## Strategic Priorities

Library Mission: <i>Brown County Library is a catalyst for community advancement.</i>	Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Awareness & Diversity	Management Goal
				X	
			X		X
<b>Weyers-Hilliard Branch Successes</b> Youth Services librarian began outreach services to Spanish speaking students at Head Start. This outreach provides an opportunity to showcase library services to a literacy-hungry audience whom we don't typically see in at the library.  Over 1350 people attended the 2 <sup>nd</sup> Reindeer Cheer Event that took place from 4-7pm on December 12. The festivities included live reindeer, Santa Claus, Hot Cocoa/Cider, Crafts, Silly Selfie Station, Library Card Sign Up Table, the Bay Port High School Choir, Cookie Decorating, and an I-Spy Reindeer Activity. The Friends of the Library sponsored this event.  A mental health and wellness day for our patrons offered separate sessions for teens and adults. This day-packed "Find Your Balance" conference-style program brought in experts on therapy animals, yoga, mindfulness, suicide/mental health awareness. Participants could also make their own Zen garden between sessions.					
<b>Wrightstown Branch Successes</b> 20 people attended family movie night the day after Christmas. This is the highest attendance for a movie night to date.	X		X		

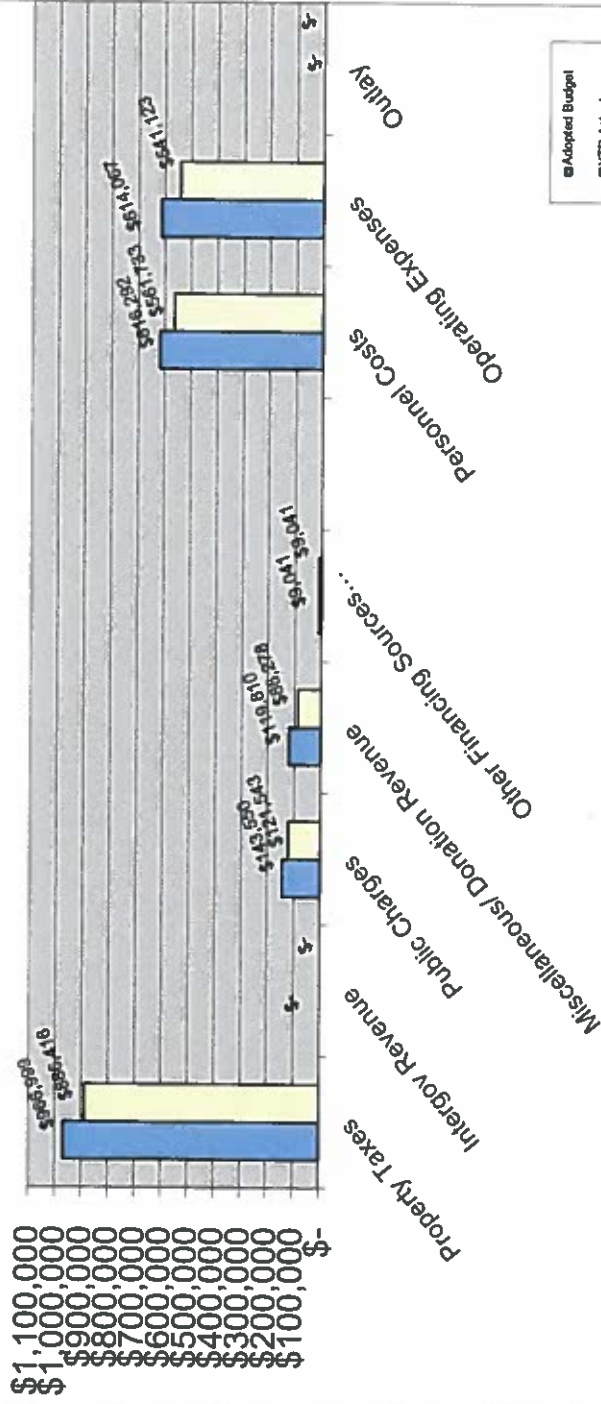
**Museum**

**Budget Status Report November 2018 "Unaudited"**  
 Prepared for presentation at the January 31, 2019 Ed & Rec

	Adopted Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 966,999	\$ 886,416	91.7%	
Intergov Revenue	\$ -	\$ -	#DIV/0!	
Public Charges	\$ 143,550	\$ 121,543	84.7%	
Miscellaneous/ Donation Revenue	\$ 119,810	\$ 86,278	72.0%	
Other Financing Sources *budget amendrr	\$ 9,041	\$ 9,041	100.0%	
Personnel Costs	\$ 616,282	\$ 581,733	91.1%	
Operating Expenses	\$ 614,067	\$ 541,123	88.1%	
Outlay	\$ -	\$ -	#DIV/0!	

**Comments:**  
 Public Charges: include gate, photo sales, vending and room rental.  
 Other Financing: NPMF uses Intra-county expense Copy Center  
 Miscellaneous Revenue: Includes NPMF funds for exhibits and programs.  
 change back amounts are deposited in Miscellaneous Revenue line  
 Intergov Revenue: None in 2017  
 Operating Expenses has a YTD encumbrance amount of \$945.00 for Advertising and Security  
 5,129.15

**Museum - November 30, 2018**



## ~Parks General Fund~ Budget Status Report

11/30/2018 - "Unaudited"

Expenses	Amended Budget	YTD Actual	Percent of Budget
Personnel Costs	\$ 1,113,898	983,971	88%
Operating Expenses	\$ 806,114	713,764	89%
Outlay	\$ 285,052	145,174	51%
<b>Revenues</b>			
Property Taxes	\$ 903,896	828,571	92%
Intergov Revenue	\$ 60,370	55,432	92%
Public Charges	\$ 777,950	832,533	107%
Miscellaneous/Donation Revenue	\$ 118,325	119,892	101%
Other Financing Sources *acct transfers/ carry over	\$ 344,523	184,523	54%

### Comments:

Public Charges: include rifle range, environmental education, camping, concessions, dog park passes, bike & horse passes, shelter & building rentals.

Intergov Revenue: include grants

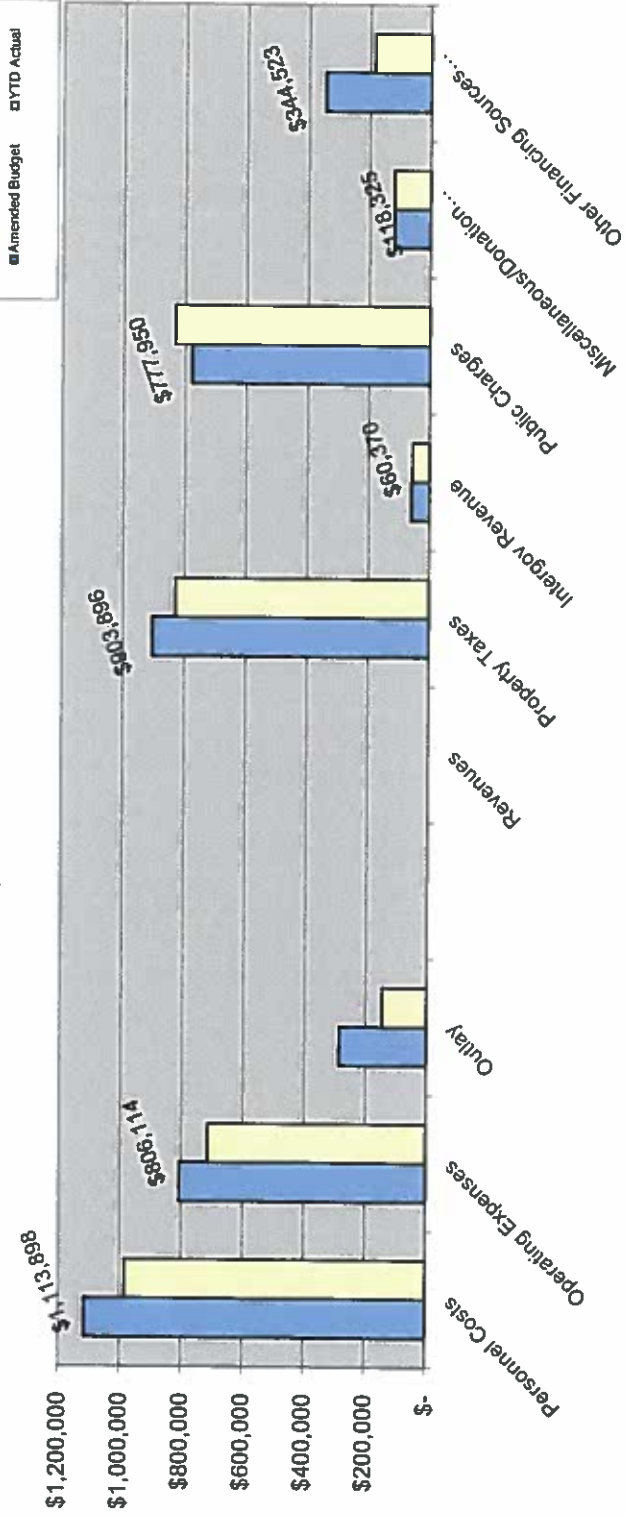
Miscellaneous Revenue: include equipment disposal, donations, sponsorships, other revenue

Other Financing Sources: include carryover, transfer in from other park accounts

2018 Overall Park Budget with all Accounts (general fund, park donations, boat landing, land and building acquisition, trails to trails):

Revenue YTD: \$4,015,670 Expenses: \$3,679,257

General Fund - Parks, November 2018



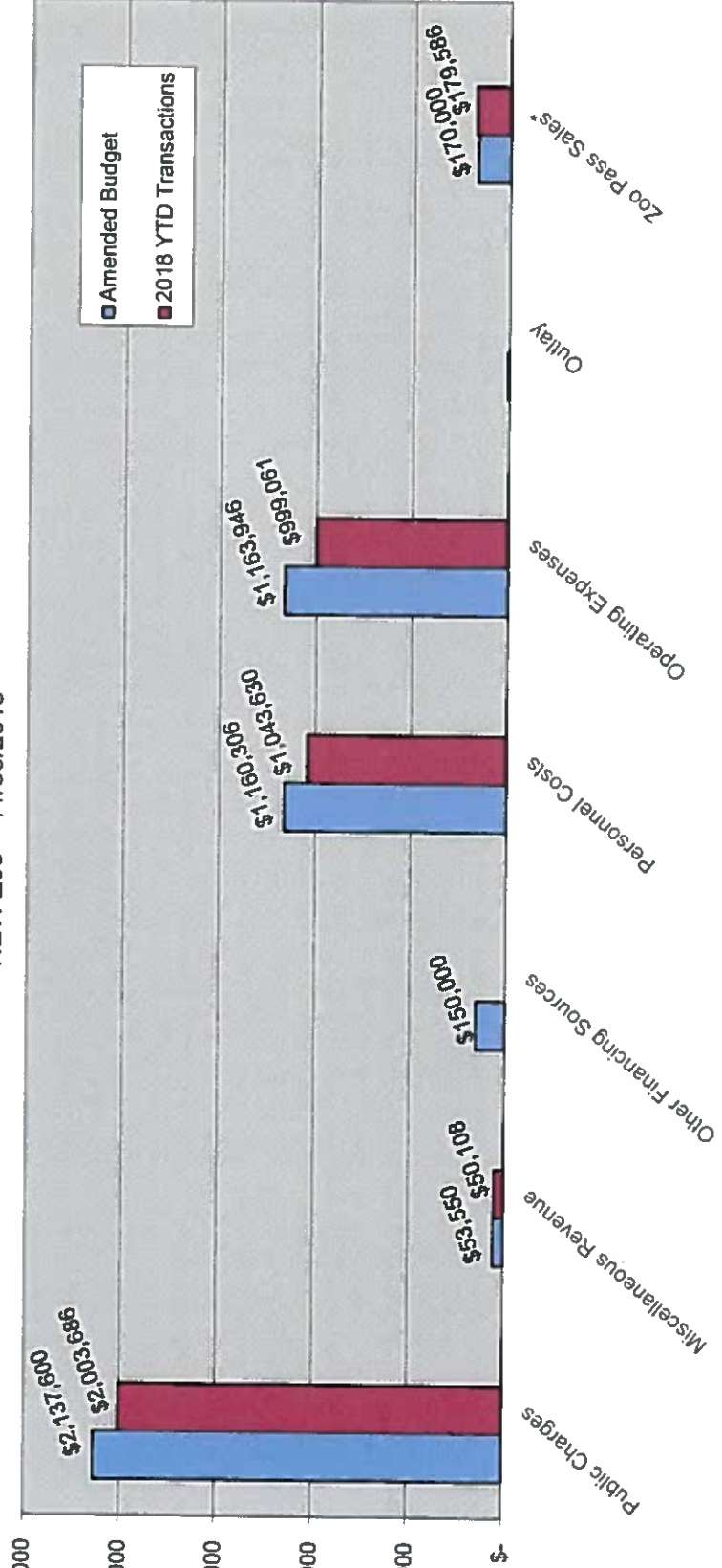
Brown County NEW Zoo  
Budget Status Report (Unaudited)  
11/30/2018

2018

	Amended Budget	2018 YTD Transactions	Percent of Budget	2017 YTD Transactions	2016 YTD Transactions	2015 YTD Transactions	
Public Charges	\$2,137,600	\$2,003,686	94%	\$2,134,800	\$1,860,185	\$1,991,297	Revenues: Public charges up from 2016 but below 2017. Zoo Passes are up. Attendance numbers down due to April blizzard, cold spring, hot summer & City B ramp closed June, July & some of August. All Zoo Boo days were cold &/or rainy.
Miscellaneous Revenue	\$53,550	\$50,108	94%	\$72,145	\$27,482	\$33,771	
Other Financing Sources	\$150,000	-	0%	-	-	\$167,831	
Personnel Costs	\$1,160,306	\$1,043,630	90%	\$938,306	\$889,718	\$902,068	
Operating Expenses	\$1,163,946	\$999,061	86%	\$990,573	\$1,009,812	\$986,165	
Outlay	\$8,000	-		\$-	\$-	\$-	Expenses: Personnel costs are up for 2018 with addition of Acct Clerk, Summer Educator and Summer Maintenance Painter positions. Fringe benefits increased substantially from 2017. Operating expenses are slightly up from 2017.
Zoo Pass Sales*	\$170,000	\$179,586	106%	\$171,186	\$146,500	\$140,129	
Zoo Attendance		204,880		223,782	223,877	231,917	

\*Zoo Pass Sales have been included in Public Charges ~ used for comparison only

NEW Zoo 11/30/2018



# **ZOO MONTHLY ACTIVITY REPORT**

## **For January 2019**

### **Agenda items:**

#### **I. Zoo Director Report**

**Curator Report**

**Operations Report**

**Maintenance Report**

**Adventure Park Report**

**Director additional updates**

## **Animal Collection Report**

### **Nov/Dec 2018**

The American Red Wolf Species Survival Plan (SSP) recommended that our female be paired with a new mate and that the last of the litter born here in 2014 be transferred to a new home in Akron (the others are all living at other AZA Zoos across the country). Zookeepers from the Akron Zoo and Green Bay met at a halfway point for a wolf exchange in early November. NEW Zoo resident female Mayo, greeted her new mate, Itabi, by rolling on her back within minutes of meeting him. They have been howling together daily since – a good sign! Breeding season begins in February. Mayo is towards the end of her reproductive years but we have high hopes that we will see pups in late spring.

It is currently breeding season for red pandas and female Qiji seems much more receptive to male Chiya than she was last year when he was a newly arrived one year old. He has matured and gained her trust to the point that she is willing to entertain his advances. If all goes well, we will see a baby panda or two this summer. The other female red panda, Addison, has been temporarily moved to the Nutrition building (where she can be seen through the window) for the duration of breeding season. She and her mate Khairo, have not been recommended to breed this season. Because the species is critically endangered, it is not permissible to use any form of birth control other than physical separation. Any hormonal methods could impact future fertility.

Sierra, the (approximately) 19 year old bald eagle, laid her first egg in January of 2019. Although she has lived here since she was a juvenile, she has only recently found a "mate" worthy of her attention. Zookeeper Drew Dinehart has been caring for Sierra for the past 5 years and has earned her trust. Last year, she began accepting nesting materials that he brought for her. Unfortunately, she is not yet adept at egg care and accidentally broke the egg the first night. The experience of bonding with a partner, building a nest and caring for an egg is enriching for the bird and we hope that she will make another attempt. Even if her mate was another eagle and the egg was fertile, it is unlikely that we would hatch the egg. Bald eagles are currently doing well in the wild so there is no need for the zoo to create more – we will continue to concentrate on species that need help.

18 year old snow leopard, Tami, is doing well overall but has had occasional bouts of lack of appetite and other symptoms of her age related kidney disease. She is under veterinary scrutiny and continues to bounce back quickly from these brief episodes.

Recent cold temperatures have not stopped most of the animals from enjoying beautiful sunny days. Many of the animals are less inclined to be outside when the skies are overcast but sunshine inspires many animals who you might not expect to see in the winter to be out enjoying the day. The black bear likes to be out playing in the snow. The lions, despite their African roots, grow a woolly undercoat and love to lie in their yard soaking up the sun. As long as Zookeepers brush the snow out of the prairie dog holes so they can see the sunny day, the prairie dogs are happy to be out and about.

## NEW Zoo Operations Report: December 2018

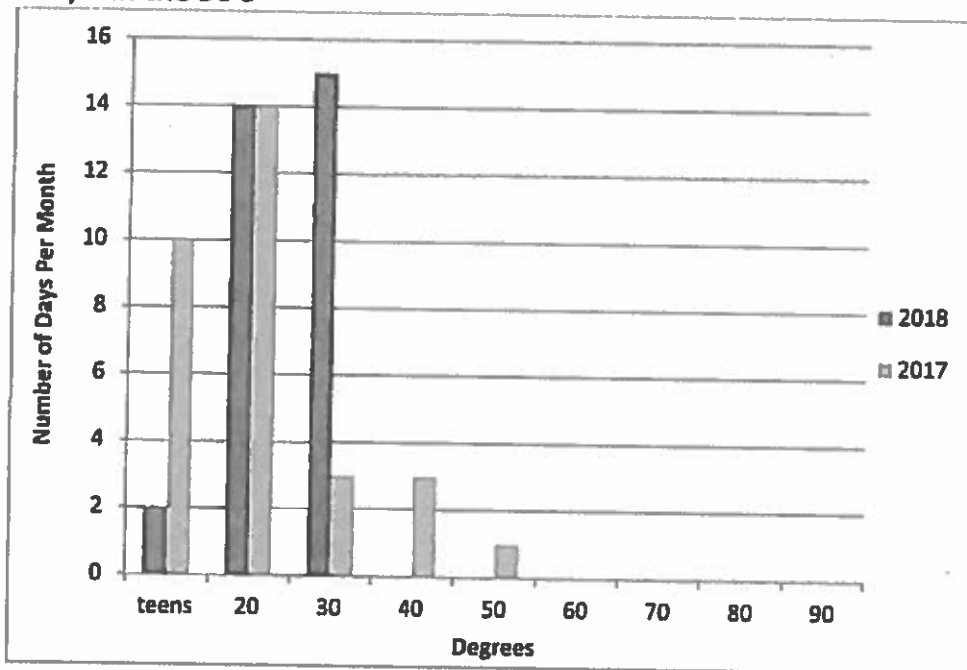
### Noteworthy:

Average Temperature recorded at the zoo in {December 2018} = 29.5°F

0 in the single digits, 2 in the 10's, 14 in the 20's, 15 in the 30's

Average Temperature recorded at the zoo in {December 2017} = 23°F

6 in the single digits, 1 below zero, 3 in the 10's, 14 in the 20's, 3 in the 30's, 3 in the 40's, 1 in the 50's



Lowest temperature for period in Dec. 2018: 16°F Highest Temp: 39 °F

Lowest temperature for period in Dec. 2017: -1°F Highest Temp: 58 °F

### December

- We had 1,639 guests visited the Zoo in December, 474 more than last December.
- Total annual attendance was 206,519 for 2018, 17,263 less than 2017.
- Admissions fees collected in December was \$6,333, but we had a grand total of \$11,013, with \$4680 of that coming from final payments on Zoo Boo tickets from a ticket vendor.
- End of year Admissions charges and fees daily came in at \$1,043,523 compared to \$1,209,747 for 2017.
- Zoo pass sales for December 2018 were \$22,986, \$1,279 less than last December, but overall we had an \$8,425 increase in Zoo Pass sales over 2017.
- Gift Shop sales were almost equivalent to last year. We ended the year with only -\$870 less in sales in the Gift Shop when comparing it to 2017. \$304,876 in 2018 vs \$305,745 in 2017.



- The Gift Shop has an average square foot sales of: \$155.00. We are in the top 24% of specialty shops annual square foot sales in the US. (Specialty Shops identified as: Museum, Zoo/Aquarium, Parks, Botanical Gardens, Book, Stationary & Card Shops, Historic Sites, Hospital & Theme Park/Attraction Gift Shops.)
- Breakfast with Santa was a moderate success this year. We had a temperature of 21 compared to 26 last year. 113 people came to Breakfast with Santa this year; 119 came last year. In total we had 167 people come that day compared to 194 in 2017. We scaled back the day this year by not offering horse drawn hayrides. We'll need to discuss if we want to make any changes to this event in 2019, especially with all of the other holiday celebration options available in NE WI.
- The Mayan exceeded last December's food sales by +\$217, but it sold -\$6,258 less than 2017 year's gross revenue.
- Soda Vending Comparisons: \$44,646 in 2018 vs \$41,966 in 2017. An increase of +\$2,681
- Education: We started adding Birthday Party revenue to Education numbers in June of 2017. Education was \$55,390 in 2017 and was \$78,025 in 2018. We also added a part time educator in 2018. Both factors provided a +\$22,635 increase in Education revenue for 2018.

#### **End of Year Comparisons 2017 to 2018**

- Per Caps 2017 Admissions - Goal: \$4.08. Actual: \$5.05.
- Year End Per Caps 2018 Admissions: \$4.89.
- Per Caps 2017 Gift Shop – Goal: \$1.01. Actual: \$1.37.
- Year End Per Caps 2018 Gift Shop: \$1.48.
- Per caps 2017 Mayan – Goal: \$1.11. Actual \$1.16.
- Year End Per Caps 2018 Mayan: \$1.22.

2018 provided some challenges to us: Rainy and cold weather during Zoo Boo, with some new local Halloween events in the area (like Boo Beach) and exits at highway 41 closed for construction during most of our busy season.

(Please note that sales figures are not final until processed through the County & LOGOS.)



**NEW ZOO  
ADMISSIONS REVENUE ATTENDANCE  
2018  
REPORT  
2016, 2017 2018**

**ATTENDANCE**

MONTH	2016	2017	2018	Change (-)/+
January	1,165	1,412	2,526	1,114
February	2,894	7,282	2,042	(5,240)
March	9,182	3,943	10,448	6,505
April	15,774	23,529	10,890	(12,639)
May	36,057	31,401	31,792	391
June	36,477	35,271	37,423	2,152
July	36,598	40,467	37,871	(2,596)
August	35,055	35,535	35,093	(442)
September	15,857	19,646	17,574	(2,072)
October	28,954	22,122	17,234	(4,888)
November	4,818	2,009	1,967	(22)
December	1,066	1,165	1,839	474
<b>TOTAL</b>	<b>223,877</b>	<b>223,782</b>	<b>206,519</b>	<b>(17,263)</b>

**ADMISSION & DONATIONS**

MONTH	2016 ADMISSIONS	2016 DONATION BIN	2017 ADMISSIONS	2017 DONATION BIN	2018 ADMISSIONS	2018 DONATION BIN	Change (-)/+	2016 PER CAP	2017 PER CAP	2018 PER CAP
January	2,366.00	-	3,901.50	-	4,593.00	0.07	691.57	\$2.03	\$ 2.76	\$ 1.82
February	4,897.00	40.95	15,627.50	-	3,730.50	-	(11,897.00)	\$1.71	\$ 2.15	\$ 1.83
March	26,807.50	-	17,366.50	-	37,200.50	-	19,814.00	\$2.93	\$ 4.41	\$ 3.56
April	61,818.50	263.75	104,286.00	-	44,592.00	-	(59,894.00)	\$3.92	\$ 4.43	\$ 4.09
May	158,909.50	-	164,889.50	3.27	158,442.50	-	(8,450.27)	\$4.41	\$ 5.25	\$ 4.92
June	171,481.78	365.05	196,164.50	-	194,136.00	4.13	(2,024.37)	\$4.71	\$ 5.56	\$ 5.19
July	177,410.50	56.00	231,924.50	-	205,262.00	-	(26,662.50)	\$4.85	\$ 5.73	\$ 5.42
August	158,114.50	-	188,581.50	845.53	180,406.00	-	(9,021.03)	\$4.45	\$ 5.33	\$ 5.14
September	71,414.00	-	99,160.50	9.75	85,926.00	-	(13,264.25)	\$4.50	\$ 5.05	\$ 4.89
October	103,562.00	-	136,815.96	215.00	111,354.00	-	(25,678.96)	\$3.58	\$ 6.19	\$ 6.46
November	18,537.00	120.00	26,490.00	75.00	8,868.00	-	(17,697.00)	\$3.87	\$ 13.22	\$ 4.46
December	3,746.00	382.19	24,499.75	178.00	11,013.00	-	(13,665.75)	\$3.87	\$ 21.18	\$ 6.72
<b>TOTAL</b>	<b>\$ 958,864.28</b>	<b>\$ 1,227.94</b>	<b>\$ 1,209,747.71</b>	<b>\$ 1,327.55</b>	<b>\$ 1,043,623.50</b>	<b>\$ 4.20</b>	<b>\$ (167,547.56)</b>	<b>\$4.26</b>	<b>\$ 5.41</b>	<b>\$ 5.05</b>

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**NEW ZOO  
GIFT SHOP, MAYAN  
ZOO PASS REVENUE**

**2018 REPORT  
2016, 2017 2018**

<b>Paws &amp; Claws Gift Shop</b>					<b>2016</b>	<b>2017</b>	<b>2018</b>
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>(-) / +</b>	<b>PER CAP</b>	<b>PER CAP</b>	<b>PER CAP</b>
January	\$ 1,857.44	\$ 1,105.06	\$ 1,932.05	\$ 826.99	1.59	0.78	0.76
February	\$ 3,838.13	\$ 8,108.16	\$ 2,539.48	\$ (5,568.68)	1.33	1.11	1.24
March	\$ 11,371.54	\$ 7,415.33	\$ 15,398.22	\$ 7,982.89	1.24	1.88	1.47
April	\$ 20,838.16	\$ 32,514.62	\$ 15,216.25	\$ (17,298.37)	1.32	1.38	1.40
May	\$ 48,794.55	\$ 48,797.36	\$ 52,610.55	\$ 3,813.19	1.35	1.55	1.65
June	\$ 51,844.84	\$ 55,368.34	\$ 59,934.64	\$ 4,566.30	1.42	1.57	1.60
July	\$ 49,728.92	\$ 67,849.56	\$ 65,425.96	\$ (2,423.60)	1.36	1.68	1.73
August	\$ 44,739.84	\$ 47,789.78	\$ 58,327.57	\$ 10,537.79	1.28	1.34	1.66
September	\$ 12,417.17	\$ 20,622.79	\$ 22,231.84	\$ 1,609.05	0.78	1.05	1.27
October	\$ 11,267.02	\$ 11,577.67	\$ 7,526.17	\$ (4,051.50)	0.39	0.52	0.44
November	\$ 3,778.20	\$ 2,439.81	\$ 2,307.09	\$ (132.72)	0.78	1.21	1.16
December	\$ 1,429.05	\$ 2,156.64	\$ 1,426.11	\$ (730.53)	1.34	1.85	0.87
<b>TOTAL</b>	<b>\$ 261,902.86</b>	<b>\$ 305,745.12</b>	<b>\$ 304,875.93</b>	<b>\$ (869.19)</b>	<b>\$1.17</b>	<b>1.37</b>	<b>1.48</b>

<b>Mayan Taste of Tropic</b>					<b>2016</b>	<b>2017</b>	<b>2018</b>
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>(-) / +</b>	<b>PER CAP</b>	<b>PER CAP</b>	<b>PER CAP</b>
January	\$ 1,366.12	\$ 803.84	\$ 2,349.89	\$ 1,546.05	\$1.17	0.57	0.93
February	\$ 2,733.39	\$ 4,898.08	\$ 1,910.88	\$ (2,987.20)	\$0.94	0.67	0.94
March	\$ 9,870.27	\$ 4,758.52	\$ 10,341.30	\$ 5,582.78	\$1.08	1.21	0.99
April	\$ 17,327.48	\$ 24,776.09	\$ 11,498.37	\$ (13,277.72)	\$1.10	1.05	1.06
May	\$ 44,408.57	\$ 31,093.45	\$ 34,977.34	\$ 3,883.89	\$1.23	0.99	1.10
June	\$ 44,950.45	\$ 45,594.55	\$ 47,927.37	\$ 2,332.82	\$1.23	1.29	1.28
July	\$ 48,927.33	\$ 58,591.33	\$ 57,440.77	\$ (1,150.56)	\$1.34	1.45	1.52
August	\$ 47,329.16	\$ 46,624.84	\$ 48,735.38	\$ 2,110.54	\$1.35	1.31	1.39
September	\$ 20,001.01	\$ 23,336.28	\$ 20,849.24	\$ (2,487.04)	\$1.28	1.19	1.19
October	\$ 17,310.18	\$ 14,345.89	\$ 13,045.86	\$ (1,300.03)	\$0.60	0.65	0.76
November	\$ 3,811.77	\$ 2,208.40	\$ 1,485.47	\$ (722.93)	\$0.79	1.10	0.75
December	\$ 1,133.91	\$ 1,841.49	\$ 1,852.19	\$ 210.70	\$1.08	1.41	1.13
<b>TOTAL</b>	<b>\$ 259,169.64</b>	<b>\$ 256,872.76</b>	<b>\$ 252,414.06</b>	<b>\$ (6,258.70)</b>	<b>\$1.16</b>	<b>1.16</b>	<b>1.22</b>

<b>ZOO PASS</b>						
<b>MONTH</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>(-) / +</b>		
January	\$ 2,890.00	\$ 3,825.00	\$ 4,810.00	\$ 985.00		
February	\$ 3,640.00	\$ 9,579.50	\$ 4,880.00	\$ (4,699.50)		
March	\$ 16,045.00	\$ 10,251.00	\$ 21,312.00	\$ 11,061.00		
April	\$ 26,280.00	\$ 35,444.00	\$ 25,519.00	\$ (9,925.00)		
May	\$ 29,275.00	\$ 28,128.59	\$ 34,522.00	\$ 6,393.41		
June	\$ 19,991.00	\$ 28,043.00	\$ 30,686.00	\$ 2,643.00		
July	\$ 17,110.00	\$ 19,746.00	\$ 19,410.00	\$ (336.00)		
August	\$ 11,115.00	\$ 14,467.00	\$ 14,291.00	\$ (176.00)		
September	\$ 8,305.00	\$ 9,180.00	\$ 8,151.00	\$ (1,029.00)		
October	\$ 6,105.00	\$ 6,302.00	\$ 6,035.00	\$ (267.00)		
November	\$ 7,590.00	\$ 5,676.00	\$ 10,730.00	\$ 5,054.00		
December	\$ 16,025.00	\$ 24,265.00	\$ 22,986.00	\$ (1,279.00)		
<b>TOTAL</b>	<b>\$ 162,371.00</b>	<b>\$ 194,907.09</b>	<b>\$ 203,332.00</b>	<b>\$ 8,424.91</b>		

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# Gift Shop, Mayan and Admissions Revenue Monthly Revenue December 2018

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Education	Donation	Cons. Fund	Special Event	Attend.	Temp	Weather
Sat	1	107.60	34.69	642.00	20.08	560.00	300.00	-	-	-	147	35	3
Sun	2	-	16.49	18.00	0.50	650.00	-	-	1.00	-	29	34	4
Mon	3	53.16	26.38	81.00	3.00	1,280.00	200.00	-	-	-	12	29	2
Tue	4	5.79	14.98	48.00	30.50	980.00	-	-	-	-	20	28	2
Wed	5	1.84	23.24	36.00	2.50	610.00	12.00	-	-	-	4	24	2
Thu	6	6.30	20.11	18.00	-	830.00	25.00	-	-	-	2	24	2
Fri	7	0.50	44.38	96.00	7.00	1,210.00	50.00	-	-	-	21	16	2
Sat	8	136.89	611.15	488.00	75.48	480.00	-	-	10.21	-	167	21	1
Sun	9	45.83	44.45	189.00	11.99	370.00	206.00	-	1.02	-	34	23	1
Mon	10	38.98	29.77	51.00	8.50	1,090.00	75.00	-	35.00	-	6	20	1
Tue	11	0.50	58.49	96.00	10.00	1,260.00	-	-	-	-	14	28	2
Wed	12	17.90	17.55	102.00	9.99	630.00	100.00	-	0.01	-	36	35	5
Thu	13	13.09	24.93	30.00	11.00	840.00	412.00	-	0.01	-	14	33	2
Fri	14	18.94	79.58	192.00	19.99	1,110.00	275.00	-	10.01	-	46	29	1
Sat	15	210.29	161.56	549.00	93.06	2,210.00	-	-	1.79	-	149	35	1
Sun	16	202.56	59.49	447.00	40.98	990.00	75.00	-	15.00	-	119	36	1
Mon	17	8.94	20.25	147.00	4.00	1,330.00	424.00	-	-	-	30	31	1
Tue	18	29.91	55.53	120.00	949.96	700.00	175.00	-	1.28	-	41	31	1
Wed	19	4.74	19.45	61.50	38.99	1,400.00	-	-	-	-	28	37	2
Thu	20	28.48	36.06	111.00	10.00	980.00	200.00	-	0.08	4,680.00	23	39	2
Fri	21	47.92	37.28	135.00	13.51	880.00	-	-	2.14	-	38	29	2
Sat	22	103.71	35.58	258.00	26.50	680.00	-	-	0.02	-	65	27	2
Sun	23	42.12	62.07	163.50	9.51	140.00	-	-	-	-	56	31	2
Mon	24	68.22	-	552.00	40.99	650.00	209.00	-	25.00	-	102	28	1
Tue	25	50.80	-	243.00	19.98	70.00	-	-	0.02	-	52	27	2
Wed	26	54.61	37.23	423.00	104.99	580.00	-	-	0.02	-	132	33	2
Thu	27	12.32	5.36	102.00	12.00	280.00	-	-	30.00	-	20	37	3
Fri	28	39.34	103.28	144.00	20.01	116.00	325.00	-	-	-	50	38	3
Sat	29	16.31	89.51	267.00	33.00	-	-	-	0.05	-	67	19	2
Sun	30	9.48	83.37	237.00	41.00	-	-	-	1.03	-	47	29	2
Mon	31	50.03	-	276.00	27.00	70.00	-	-	-	-	68	31	5
Total		\$ 1,426.11	\$ 1,852.19	\$ 6,333.00	\$ 1,697.01	\$ 22,986.00	\$ 3,063.00	\$ -	\$ 133.69	\$ 4,680.00	1,639	29.5	2.06

Temp and weather avg

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5 = Snow

Vending Consists: Stroller, Animal Feed, Giraffe, Papi, Carousal, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Te

# NEW Zoo Maintenance Report

January 2019 and December of 2018

- Ordered cleaning supplies for the season
- Ordered furnace filter supply for the year
- Had a new evaporator coil installed in the Mayan freezer and the system recharged.
- Replaced the second furnace in the Riley building.
- Installed a new generator in the #14 cart
- Replaced leaking main hose on the bobcat power broom and replaced the main swivel pin assembly.
- Finished the Riley fencing project.
- Repaired the starter/generator on cart 16
- Prepped the safari train for auction
- Replaced ballasts in the men's room in the nutrition center and in the ISO room.
- Repaired the maintenance shop furnace.
- Replaced ballasts and bulbs in the Mayan can lights
- Plastered broken areas of the Mayan walls.
- Prepped the train for pick up from new buyer.
- Had a new ansul fire suppression wand installed in the Mayan.
- Marked all trees for removal around the perimeter fence
- Raised the elk ally gate.
- Had roof estimates done for penguin roof repair
- Had a new penguin building furnace quoted out.
- Removed old x-ray processor machine.
- Thawed out frozen evaporator coils on the animal care deep freezer.

And had the defrost circuit repaired.

- Worked with admin to get started learning the new maintenance care program.
- Installed a new gate roller on the zoo auto gate.
- Re-attached aluminum wall panels in the monkey den.
- Collected data from all the furnaces and air conditioning units throughout the entire zoo for better record keeping.
- Had a new mixing valve installed in the v/c men's room.

- Installed a new faucet in the men's room at the v/c.
- Installed a new electric coil heater in the cz barn tortoise room.
- Worked with plumbers to perform back flow testing.
- Installed a new electric fence energizer on the fox exhibit.
- Snow removal and salting as needed.
- Installed new brushes in the starter/generators for cart 15-16.
- Welded the seat backs on the adventure park cart.
- Assembled and set up the new table saw.
- Had the giraffe door lock rebuilt and then I reinstalled it.
- Had a new lock keyed for the tortoise building and installed it.
- Completed preventative maintenance throughout the month.

## Adventure Park Operations Report: November & December 2018

### November

- First Month of Fully Closed for the season.
- Cleaned up all Zoo Boo items.
- Continued work on Marketing Materials.
- Began preparations for the Ski Season.
- Meet with the Green Bay CVB on ways we can partner to draw more attention to the Adventure Park.
- Meet with Village of Suamico Recreation department about how we can partner on upcoming events.
- Began work on the Adventure Park Base Camp building, redefining the sales space and improving overall appearance.

### December

- Completed work on the Adventure Park Base Camp Building. By reusing scrap split rail fencing, reclaimed tin and fence gates, and old signs we were able to create a rustic welcoming appearance to the base camp sales area. Thanks to Broken Spoke for the donation of a vintage bike for the space.
- Began talks with companies who specialize in digital waivers. Looking at the possibility of moving to digital waivers to reduce paper usage and use the data collected for marketing.
- Completed updates to the website to reflect 2019 season details.
- Working bids to add new elements to the course.
- Had sales of tickets and memberships for holiday gifts.

January 2019



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## Director's Report to: Education and Recreation Committee, County Board of Supervisors

### Month at a Glance (December)

- The aerator at Barkhausen used to keep the small pond open for geese and other waterfowl was replaced. This pond provides wintering waterfowl with adequate resources to survive, and is a tribute to Louis Henry Barkhausen who had a large part in reestablishing the Giant Canada Goose population in Wisconsin.
- Permits were acquired for wetland restoration work on the land donated by WPS on the north end of Barkhausen. This work will be funded by Ducks Unlimited.
- Staff attended meetings for the Green Bay STEM network, the Area of Concern Technical Advisory Committee, Green Bay Conservation Partners, and Lower Fox/Green Bay Landscape Blueprint Workgroup.
- A parcel of land, 0.77 acres, was donated by the Volletz family that is adjacent to the Fort Howard Paper Foundation Wildlife Area parking lot on Lineville Road.
- On January 5th the first ever Free Winter Kick Off event was hosted at Barkhausen which featured free snowshoe rentals, children's obstacle course, various games, s'mores and hot chocolate, and other activities. Over 300 people attended. Will be offering again next year with additions, improvements, and showcasing other park areas.
- The Christmas tree was cut and provided by the department for the Northern Building.
- Pamperin roof replacement and repairs have been completed.
- Barkhausen 2019 Public Programs guide was completed.

### Grounds, Buildings & Trails

- All Barkhausen, Neshota and Reforestation Camp snowshoe trails were mowed, trimmed, and signed.
- In addition, a new snowshoe/winter hiking trail loop, Loop 3, was created at Barkhausen. This provides a location for northern Brown County residents to snowshoe with their dog in the Parks.
- Barkhausen, Neshota, and Reforestation Camp winter preparations were completed, such as

winter equipment was prepared/summer equipment stored, and trail signage was changed to reflect winter trail use.

- Septic plant at the Reforestation Camp was inspected and prepared for winter shut down.
- Barkhausen staff used the somewhat slow time of December to prepare for programs in 2019, clean and organize areas of the office and shop, and updated several displays in the Interpretive Center.
- The remaining concrete slab from the horse barn demo at Barkhausen was broken up and removed in preparation of a new cold storage building being built in 2019.
- Fairgrounds facilities and campgrounds were winterized.
- Weekly trail inspections continue on the Fox River and Mountain Bay trails as well as work orders as they come through.
- Pamperin Park received a bench donation that is currently installed.
- A new sign kiosk has been constructed at Neshota Park. This will replace 3-4 kiosks that exist near the main entrance.
- Bay Shore work, including leaf collection, tree removal to allow for easier RV clearance, and installation of new overhead lighting were in progress through December.
- Development of Commercial Event contracts and conducted tours for potential commercial event's organizers in the parks.
- Staff removed materials from our Northern Building storage unit for other department use.
- Developed a RFQ for the Barkhausen storage building and Barkhausen bathroom remodel/ classroom addition.
- Developed an RFP for Bay Shore Harbor Design and Park Planning

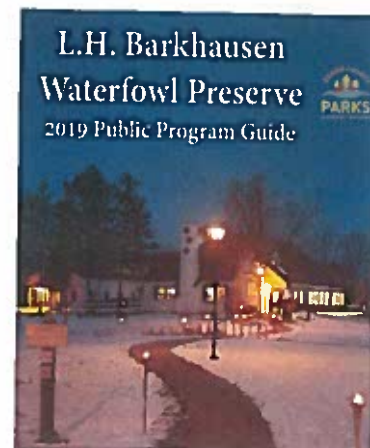
### **Recurring Maintenance**

- The lack of snow allowed Barkhausen Staff to split firewood and catch up on various grounds projects.
- Snow plowing and trail grooming is ongoing as weather warrants.
- Security checks at all Park facilities and trails.
- Lily Lake aerator inspections continue.
- Ongoing equipment inventory.



## Spotlight on Programming

- The traveling, "Wisconsin Junior Duck Stamp Exhibit" is on display at Barkhausen inside the Interpretive Center. This features the waterfowl artwork of K-12 age children.
- The Holiday Craft Workshop was well received with 60 people attended with a new registration process that worked out well and positive feedback was received.
- Planning for the 3<sup>rd</sup> Annual Frenzy on the Fox.
- Planning and organizing for the RV & Camping Show where we will be representing BCP and our campgrounds.
- Assisting Friends of Neshota Park with their 3<sup>rd</sup> Annual Snow Shoe Race.
- Featured on Fox 11 for Tiki Torch events.
- Featured on Channel 5 for Neshota Snowshoe Race.



## Upcoming Events

### January

- 26 – Snowshoe Discovery Hike
- 24-27- WBAY Camping & RV Show

### February

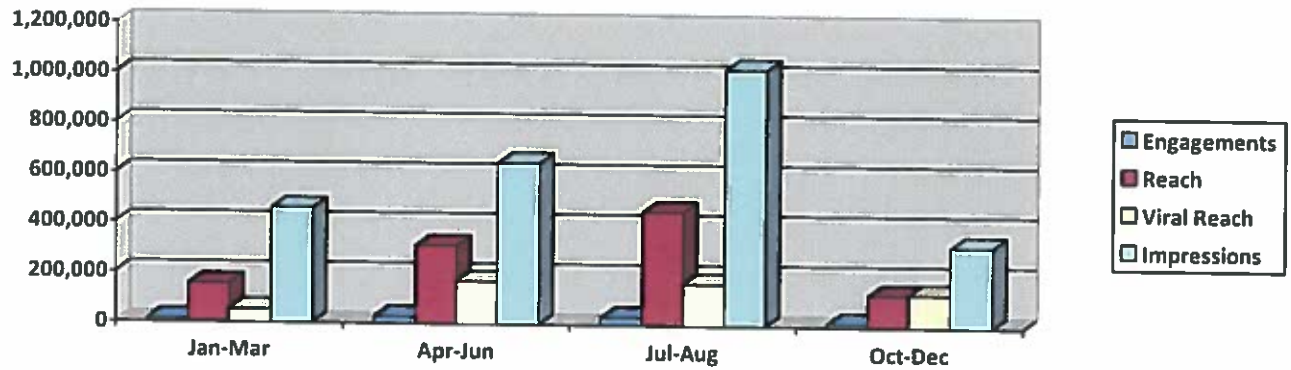
- 1 – Evening Snowshoe Hike
- 2 - Neshota Friends Group Snowshoe Race
- 8-9 – Battle on the Bay Snowmobile Race
- 15 – Tiki Torch Trek
- 23 – The Magic Shrinking Cup

### March

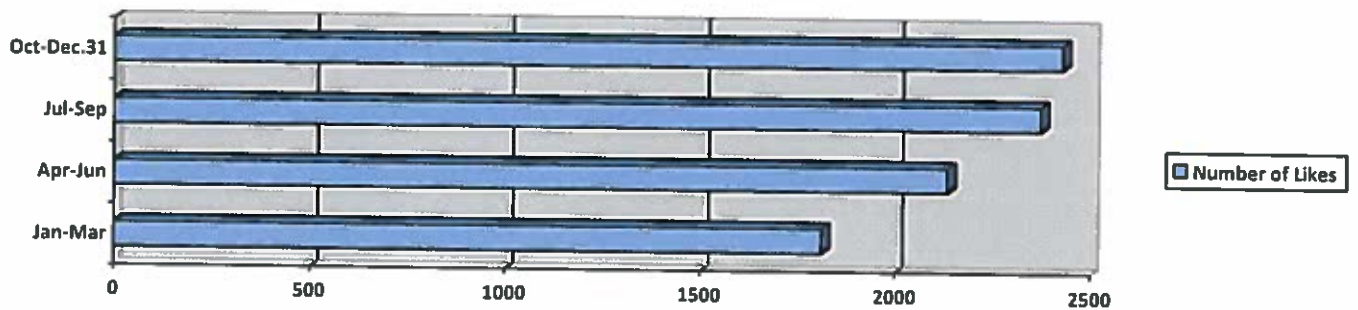
- 9 – Bluebird House Workshop
- 16 - Bluebird House Workshop
- 23 – Maple Syrupin' Public Day
- 26 – Sweet Spring Break Maple Syrupin' Day

## Facebook Engagements, Reach, Viral Reach, & Impressions

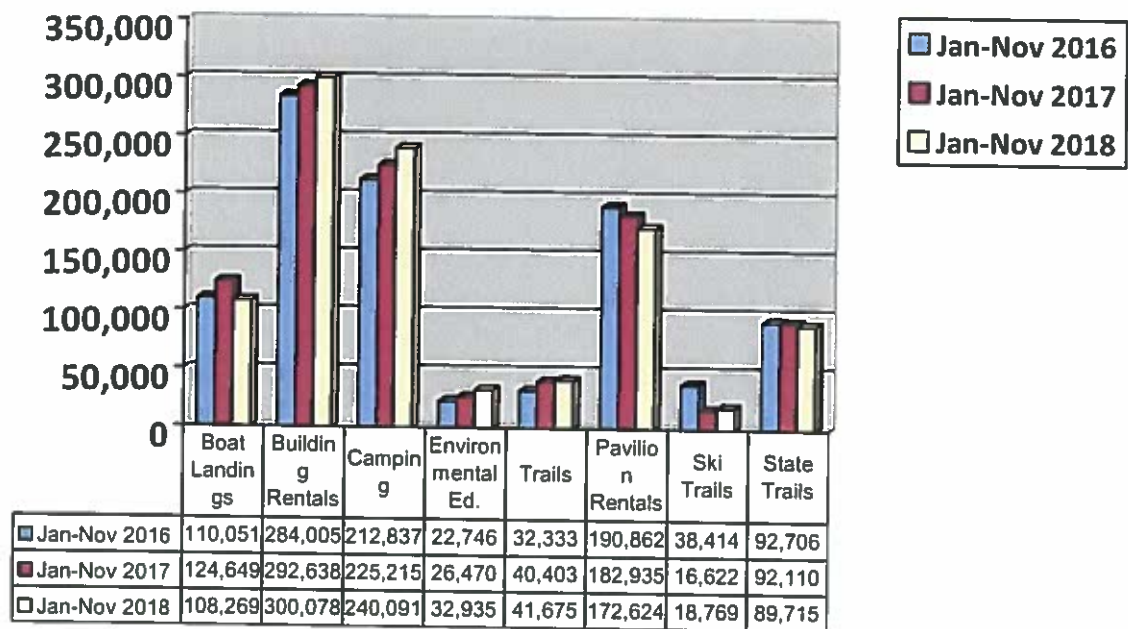
\*Note data through December 31, 2018.



## Facebook Likes



## Brown County Parks Revenue Comparison





**Neville Public Museum Director's Report  
Education & Recreation Committee Brown County Board of Supervisors  
For Thursday, January 31, 2018**

**Operations:**

Since our last meeting, the Neville Museum Team has been very busy coordinating and executing the 2019 temporary exhibit and program plan in addition to planning the Core Gallery Capital project. 2019 is the year of original exhibit content derived from the permanent collection as well as collaboration. We continue to display original content exhibits *Our Brown County* and *Delay of Game* into 2019. Additionally, the team is developing *Dale Kuipers Art, Birds, Guns & Gowns* and *Holiday Memories of Downtown Green Bay* all from artifacts, objects and photographs housed inside the Neville Public Museum.

Partnerships also continue into 2019 with Brown County MLK Celebration, NWTC Artisan and Business Center, The Green Bay Art Colony, and the Fine Arts Institute within the Green Bay Public School System. New collaboration in 2019 is with University of Wisconsin Green Bay Art Department, Brown County Department of Land and Water Conservation, Wisconsin Art Education Association Northeast Wisconsin, and Women Who Run with Scissors art guild from Northeast Wisconsin.

In every aspect of our work the Neville Team is bridging communities and connection generations.

**Focus On Collections:** The museum just received a collection of artwork by local artist Dale Kuipers (1947-1996). Dinosaurs, comic books, horror movies and art – he did it all. Some people may not look at this as “art” but the creativity and talent needed to create this work is remarkable.

Dale realized his love for horror and art at an early age. By the age of 11 he was already creating dinosaurs, monsters, and aliens in his parents' basement. He was known for crafting things that go bump in the night for haunted houses in the area. Dale also worked for a short time in Hollywood as a special effects and make-up artist. Dale's adventures in Hollywood had their ups and downs. He found it difficult to navigate the cut throat world and even worked from Green Bay for a while before leaving the industry altogether. His most notable creatures were dinosaurs in “Caveman,” and the werewolves in “The Howling.” Maybe Dale's work will make an appearance on display later this year....

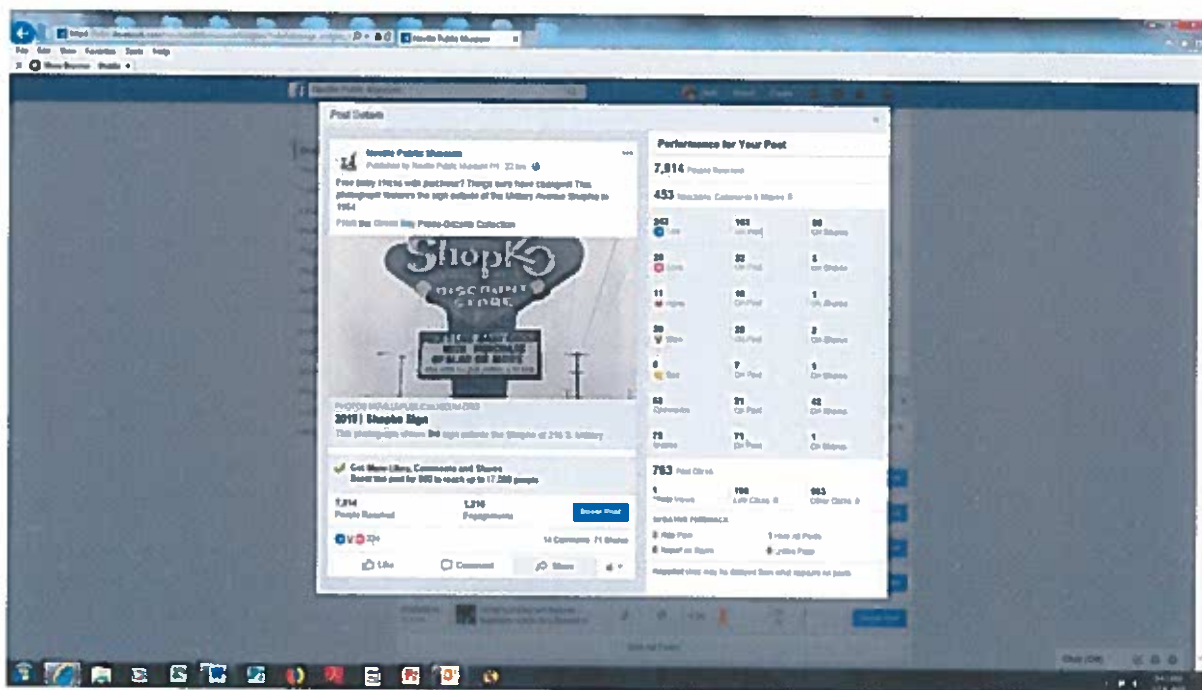


**The Neville Public Museum Governing Board:** The Board meet Monday, January 14, 2019. Museum Director Lemke reported that the team spent the first two weeks of the New Year reviewing and completing year-end deposits, accounts payable, fixed asset reporting and accounts receivable. The County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a small deficit for FY18 due to underperforming photograph sales and static gate in late 2019.

Museum Director Lemke provided the board hard copies of the updated financial model, version 7 of the draft project schedule, and a review of how Bluewater defined Phase 2 as design development for the Core Gallery project. She shared that a web review meeting is scheduled for January 22, 2019 to discuss updated concept layout. She did not have files to share at the time of the meeting but promised that she would share them with the board after the January 22, 2019 web meeting. She shared that Bluewater has to achieve a substantial amount of work approved between the present date and mid-April to proceed on to phase 3.

**The Neville Public Museum Foundation:** The Neville Public Museum Foundation Board met on December 18, 2018. Museum Director Lemke gave updates on attendance and outreach numbers for the Museum and Core Gallery Renovation updates. Foundation Director Huntowski reported that all of the Fundraising and Membership goals were met for 2018. The Foundation Board Slate and new Board Members for 2019 were brought to vote and approved.

**Social Media Success Story of the Month:** Our post From the [Green Bay Press-Gazette](#) Collection--Free baby chicks with purchase? Things sure have changed! This photograph features the sign outside of the Military Avenue ShopKo in 1964 has resulted in 7,914 views and 453 positive reactions.





When WFRV shared the images via their Facebook page resulted in 165 reactions and 125 shares.



Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

	Sessions	Users	Page Views	Bounce Rate
2018	10,989	7,570	254,136	40.74%
2017	11,025	7,999	211,921	37.33%
2016	12,332	8,539	190,446	37.79%
July 2015-Dec. 2015	7,413	5,410	116,072	51.03%

Neville Public Museum Website [www.nevillepublicmuseum.org](http://www.nevillepublicmuseum.org)

2019 Visits Page Views

2018 total visits = 448,784

Total views = 598,152

2017 total visits = 431,095

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (\*62% increase over 2013)



Neville Public Museum Facebook

2018

Total Page Likes	6,097
Daily Page People Engaged	44,707
Daily Total reach (cumulative for the month)	765,751

## 2017

Total Page Likes	5,388
People Engaged	36,250
Total reach	604,503

2016 \*social media boost funding is being utilized and decided upon in house vs. by a firm

Total Page Likes	4,798
People Engaged	34,517
Total reach	582,321

## 2015

Total Page Likes	4,100
People Engaged	36,981
Total reach	833,877

## 2014

Total Page Likes	2,718
People Engaged	24,712
Total reach	1,127,429

\*Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.

### Temporary Exhibits



***Our Brown County Bicentennial {1818 - 2018}*** - Over the past two centuries, the residents of Brown County have left their unique mark on the physical, cultural, and political landscape of Northeastern Wisconsin. Explore the histories, stories, and artifacts that shaped Wisconsin's oldest county. Developed in conjunction with fellow Brown County departments, the exhibit will showcase collections of photographs, film, artifacts, and more. (June 2018 – September 29, 2019)

***Delay of Game: Experience of African American Football Players in Tittletown 1919-2019*** - It has been one hundred years since the Green Bay Packers were formed but African American players have only been part of the story since 1950. These athletes made an immediate impact on the game, but what happened off the field? In this exhibit, discover how the challenges and contributions of African American players have changed our community. (August 2018 – March 24, 2019)



***Martin Luther King Celebration Student Art*** - In Celebration of Black History Month and Dr. Martin Luther King Jr.'s birthday (January 15) this exhibit will include works of art, essays, and poems produced for the 24th Annual Community Celebration. (January 20, 2019 – March 6, 2019)

***Life in the Soil: Dig Deeper: National Land and Water Conservation Student Art Contest***. Each year, the National Association of Conservation Districts (NACD) holds a nationwide poster competition related to soil and water conservation issues. The 64th annual poster contest and stewardship theme for 2019 is "Life in the Soil: Dig Deeper." These original artworks were produced by area students (K-12) and submitted to the Brown County Department of Land and Water Conservation for judging. They were



selected on the merits of theme, message, visual effectiveness, originality and universal appeal. The poster contest is open to public, private and home-schooled students.

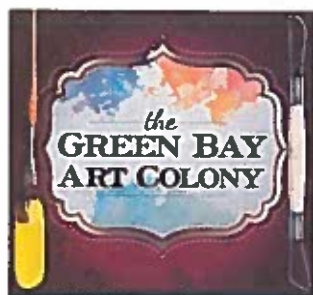
Student Art will be on display (January 26, 2019-March 3, 2019)



***Wisconsin Art Education Association Northeast Regional Youth Art Month***

Experience the many creative works of art by students in grades K through 12 from 19 counties in Northeast Wisconsin. This multi-media exhibit, sponsored by the Wisconsin Art Education Association, highlights Youth Art Month, a national celebration sponsored by The Council for Art Education. The annual celebration emphasizes the value of art education for all children and encourages support for quality art programs in Wisconsin school. Selected works from this exhibit will move onto the state exhibit in Madison during March. (February 5, 2019 – March 3, 2019)

***Apposite Media: A Remix of the System.*** This is a new collaboration with the Museum and the Northeast Wisconsin Technical College Artisan and Business Center. The exhibit will include works in all mediums and will be created by students and faculty. It will be displayed using cases and new gridwork on the second floor mezzanine. (March 16, 2019 – June 2, 2019)



***Green Bay Art Colony Annual Exhibition*** - In 1915, nine women created the Green Bay Art Club to assure that art and culture would be part of the local community. That same year, they organized a one-week exhibit of historically significant objects in the basement of the original library at the northeast corner of Jefferson and Doty streets. Every year since 1927 an exhibit of the Colony members' current artwork has been exhibited at the Neville Public Museum. The 2019 exhibition of the Green Bay Art Colony will draw inspiration from the museum's artifacts and exhibition displays. (March 23, 2019 – May 5, 2019)

***74th Art Annual*** - Art exhibits have always been a significant part of the Neville Public Museum's history going back our founding in 1915. However, it was in 1942 that the museum's director, Earl Wright, initiated a juried art competition. Since that time, the *Art Annual* has become an important bridge between the artistic communities of Northeastern Wisconsin and the Upper Peninsula of Michigan. There are literally generations of artists that apply each year and it is the *Art Annual* that connects these generations through art here at the Neville Public Museum. (May 11, 2019 – June 9, 2019)



***Birds:*** Experience the Neville's diverse collection of all things birds. Explore our taxidermy and artwork from the last century to discover how birds live, impact the environment, and inspire us. (June 15, 2019 – August 18, 2019)



**Art at the Neville:** The Neville Public Museum has over 1,800 pieces of art in the permanent collection, many of which have never been on display. On display are a few pieces personally selected by our staff. (July 13, 2019 – November 17, 2019)

**Guns and Gowns:** Explore 200 years of fashion and firearms in *Guns and Gowns*. The exhibit will feature gowns from different eras and firearms from the same time period. Experience hands-on how technology and conflict have influenced the two industries over time. (November 2, 2019 – October 2020)



**Women Who Run with Scissors.** The *Women Who Run with Scissors* art quilt guild from Northeast Wisconsin will bring their unique style of textile artistry to the Neville Public Museum. The colorful and imaginative works by 14 quilters represent some of the most innovative design techniques in the medium of fiber arts today. This exhibition will also be paired with sewing-related artifacts from the museum's permanent collection. (August 24, 2019 – November 10, 2019)

**Dale Kuipers Art.** Dale Kuipers (1947-1996) realized his love for horror and art at an early age. By the age of 11 he was already creating dinosaurs, monsters, and aliens in his parents' basement. He was known for creatively crafting things that go bump in the night for haunted houses in the area.

Dale also worked for a short time in Hollywood as a special effects and make-up artist. His most notable creatures were dinosaurs in "Caveman," and the werewolves in "The Howling." Explore the works of art from different stages of Dale's life. On display visitors will find monsters, dinosaurs, aliens, and more! (September 24, 2019- November 10, 2019)

**Holiday Memories of Downtown Green Bay:** The animated figures that once adorned the H.C. Prange's department store windows are featured in this exhibit along with the *Enchanted Forest*, the *Snow Babies* and charming forest animal collections. There also is a Children's Only Shop, Santa and *Bruce the Spruce*, the loveable talking Christmas tree who once chatted with holiday shoppers at Prange's. "Holiday Memories" is a wonderful family tradition. (November 23, 2019 – January 12, 2020)



#### Upcoming Events

Neville Cellar Series Session 2: Scandinavian Sahti 05-Feb-2019

Explorer Wednesday: Valentine's Day 06-Feb-2019

International Film Series: Life Itself 06-Feb-2019

NPM Astronomical Society Meeting: NCRAL Convention 06-Feb-2019

SPARK! Delay of Game 18-Feb-2019

Geology Club - Thousand-Miler: Adventures Hiking the Ice Age Trail 20-Feb-2019

International Film Series: Gerhard Richter: Painting 20-Feb-2019

Dinner Program: "Gone with the Wind" 21-Feb-2019

Neville Cellar Series Session 3: Mexican Lager 05-Mar-2019

Explorer Wednesday: Plant a Seed 06-Mar-2019

International Film Series: National Bird 06-Mar-2019

NPM Astronomical Society Meeting: The Moon 06-Mar-2019

Dinner Program: Heritage Academy of Irish Dance 14-Mar-2019

SPARK! Museum Mysteries 19-Mar-2019

Geology Club - North Shore of Lake Superior: A Geologic Travelogue 20-Mar-2019

International Film Series: A Special Day 20-Mar-2019

North Shore of Lake Superior: A Geologic Travelogue 20-Mar-2019

Explorer Wednesday: Plant a Seed 03-Apr-2019

International Film Series: Republic of Poland, Reloaded 03-Apr-2019

SPARK! Green Bay Art Colony 16-Apr-2019

[Geology Club - An Online Interactive GIS Map for Wisconsin Geology](#) 17-Apr-2019  
[International Film Series: Festival Shorts Collection](#) 17-Apr-2019  
[Dinner Program: Taking Flight: A History of Birds and People in the Heart of America](#) 18-Apr-2019  
[Explorer Wednesday: Cloud Dough](#) 01-May-2019  
[International Film Series: Bye Bye Germany](#) 01-May-2019  
[NPM Astronomical Society Meeting: Gerry Schafer](#) 01-May-2019  
[Geology Club - Stratigraphy and Diagenesis of the Cambrian Sandstone Aquifer in Northeastern Wisconsin](#) 15-May-2019  
[International Film Series: Big Deal on Madonna Street](#) 15-May-2019  
[Dinner Program: "Frances Cleveland - A May to December Romance"](#) 16-May-2019  
[SPARK! Art Annual](#) 21-May-2019  
[Explorer Wednesday: Cloud Dough](#) 05-Jun-2019  
[NPM Astronomical Society Meeting: Planetary Defense](#) 05-Jun-2019  
[SPARK! Birds](#) 18-Jun-2019  
[Geology Club - Movement of Wisconsin Age Glaciers Influenced the Chemistry Of Eastern Wisconsin Lake](#) 19-Jun-2019  
[Explorer Wednesday: Birds](#) 03-Jul-2019  
[NPM Astronomical Society Meeting: Aurora](#) 03-Jul-2019  
[SPARK! Baseball](#) 16-Jul-2019  
[Explorer Wednesday: Nebula Jars](#) 07-Aug-2019  
[NPM Astronomical Society Meeting: Surprise Topic](#) 07-Aug-2019  
[SPARK! Museum Mysteries](#) 20-Aug-2019  
[Explorer Wednesday: Embroidery](#) 04-Sep-2019  
[NPM Astronomical Society Meeting: Mayan Astronomy](#) 04-Sep-2019  
[SPARK! Women Who Run with Scissors](#) 17-Sep-2019  
[Explorer Wednesday: Embroidery](#) 02-Oct-2019  
[NPM Astronomical Society Meeting: Elections, Mosquito Hill Observatory](#) 02-Oct-2019  
[SPARK! Spooky Stories](#) 15-Oct-2019  
[Geology Club - Seymour HS Groundwater Research Team Community Service project](#) 16-Oct-2019  
[Explorer Wednesday: Thanksgiving](#) 06-Nov-2019  
[NPM Astronomical Society Meeting - Jim Sentowski](#) 06-Nov-2019  
[SPARK! Holiday Memories](#) 19-Nov-2019  
[NPM Astronomical Society Meeting: Year in Review](#) 04-Dec-2019

#### Neville Public Museum Attendance and Revenue Comparison

	2014		2015		2016		2017		2018	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	1,825	\$4,601.00	3,847	\$ 8,068.50	2,358	\$ 6,866.50	2,504	\$ 6,942.00	6,808	\$24,833.00
February	2,545	\$4,401.00	4,597	\$ 8,394.00	2,642	\$ 6,138.00	2,984	\$ 6,437.00	3,295	\$7,749.50
March	3,280	\$7,959.50	3,375	\$ 6,749.00	3,828	\$ 9,645.50	3,703	\$ 10,835.25	4,757	\$10,527.50
April	3,705	\$6,518.00	2,981	\$ 4,080.00	4,757	\$ 7,675.00	4,436	\$ 6,470.50	4,826	\$6,547.00
May	3,517	\$6,212.00	3,275	\$ 4,777.50	3,963	\$ 5,623.00	4,338	\$ 6,243.50	3,521	\$5,068.50
June	3,358	\$7,890.50	3,212	\$ 6,432.75	3,795	\$ 9,047.50	3,885	\$ 9,918.50	3,589	\$7,916.50
July	3,623	\$11,645.50	2,913	\$ 6,682.00	4,092	\$ 13,177.50	3,482	\$ 8,957.50	3,631	\$9,294.00
August	4,222	\$11,946.00	3,388	\$ 8,064.00	4,802	\$ 16,136.50	3,586	\$ 10,096.00	3,469	\$8,835.00
September	2,881	\$6,359.50	2,251	\$ 3,778.00	2,986	\$ 5,410.00	3,303	\$ 7,269.50	2,848	\$5,695.00
October	4,059	\$9,668.50	3,668	\$ 5,426.00	3,848	\$ 6,561.50	4,295	\$ 12,327.50	4,215	\$9,461.00
November	5,576	\$14,606.00	4,031	\$ 7,390.00	3,928	\$ 5,970.50	5,746	\$ 12,035.50	4,457	\$8,360.00
December	7,864	\$22,542.50	4,980	\$ 9,126.50	6,146	\$ 14,184.50	7,128	\$ 17,055.00	5,330	\$12,644.00
TOTALS	46,455	\$114,350.00	42,518	\$78,968	47,145	\$106,436	49,390	\$ 114,587.75	50,746	\$116,986.00

## Neville Public Museum Attendance and Revenue November 2018

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	U/WEX	Facility Rental/Meeting Attendance	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Wash of Fee for Rental/Meeting Attendance	OUTREACH
1	Thursday	23	66			1			90	\$361.00			
2	Friday	27	54	250		3			334	\$130.00			
3	Saturday	191			10			472	673	\$766.00			
4	Sunday	101							101	\$345.00			
5	Monday								0				
6	Tuesday	16	26			2	164		208	\$182.00	\$112.50	\$275.00	
7	Wednesday												
8	Thursday	18	25					121	164	\$152.00			
9	Friday	42	12						54	\$207.50			
10	Saturday	116					10	12	138	\$396.00	\$110.00		
11	Sunday	41							41	\$121.50			
12	Monday								0				
13	Tuesday	30	27			3	8	87	155	\$207.00		\$275.00	
14	Wednesday	31	29			4	72	46	182	\$197.00	\$400.00		
15	Thursday	46	98			17	23	146	330	\$490.00		\$60.00	
16	Friday	31				3	195		229	\$143.00	\$131.25		
17	Saturday	170					57		227	\$639.50	\$405.00		2000
18	Sunday	73							73	\$236.00			
19	Monday								0				
20	Tuesday	41				2			43	\$121.00			650
21	Wednesday	60					18		78	\$182.50			
22	Thursday								0				
23	Friday	186							186	\$559.50			
24	Saturday	374							374	\$1,226.50			
25	Sunday	93							93	\$426.00			
26	Monday								0				
27	Tuesday	103			13		13		129	\$293.00	\$135.00		
28	Wednesday	24	85			3			112	\$267.00			
29	Thursday	34				2	20		56	\$161.00		\$120.00	40
30	Friday	47				3	25		75	\$226.00		\$120.00	
TOTAL		2,086	422	250	40	31	674	954	4,457	\$8,360.00	\$1,293.75	\$850.00	2,775
October Total Attendance			4315					4,457					
October Outreach			4100					3,775					
October Grand Total Served			8415					7,232					

## Neville Public Museum Attendance and Revenue December 2018

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	U/WEX	Facility Rental/Meeting Attendance	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Wash of Fee for Rental/Meeting Attendance	OUTREACH
1	Saturday	203					112		315	\$721.50	\$130.00		
2	Sunday	38							38	\$144.00			
3	Monday								0				
4	Tuesday	33	12			10	98		153	\$171.50	\$90.00		
5	Wednesday												
6	Thursday	45				2		108	155	\$201.50			
7	Friday	192	11		132	2			337	\$1,195.50			
8	Saturday	370							370	\$1,483.00			
9	Sunday	62					100		162	\$231.50	\$130.00		
10	Monday								0				
11	Tuesday	21				1		109	131	\$101.00			
12	Wednesday	38		56		2	127		223	\$156.50	\$93.75	\$125.00	
13	Thursday	49				1			50	\$167.50			
14	Friday	101		250	42				393	\$562.50			
15	Saturday	294					98		392	\$1,131.50	\$260.00		
16	Sunday	87				17	28		132	\$323.00	\$205.00		
17	Monday								0				
18	Tuesday	62				1	56		119	\$243.00	\$108.00	\$120.00	
19	Wednesday	146				10	60	35	251	\$468.50	\$93.75	\$120.00	
20	Thursday	54				2			56	\$129.50			
21	Friday	66							66	\$265.50			
22	Saturday	173							173	\$711.00			
23	Sunday	94							94	\$456.00			
24	Monday								0				
25	Tuesday								0				
26	Wednesday	140				1			141	\$614.50			
27	Thursday	220							220	\$818.00			
28	Friday	174							174	\$684.50			
29	Saturday	255							255	\$1,079.50			
30	Sunday	95							95	\$346.00			
TOTAL		3,505	23	306	201	24	692	579	5,330	\$12,644.00	\$1,110.50	\$365.00	0
November Total Attendance									4,457				
November Outreach									3,775				
November Grand Total Served									7,232				
December Total Attendance									5,330				
December Outreach									0				
December Grand Total Served									5,330				

13

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date:

12/19/2018

Agenda No.: To:

~~Agenda Item 10 - Ed + Rec~~

Communication  
Motion from the Floor

I make the following <sup>Communication</sup> ~~motion~~:

Create a County Pedestrian Trail from Pampar Park to the  
Seymour Trail in Outagamie County. Utilizing the existing  
abandoned railroad which parallels CTH J. In order to  
avoid a dispute between Hobart and the Onaida Nation I  
request Brown County take ownership through our Parks  
Department and establish a trail.

Invite representatives from Hobart, The Onaida Nation, and Brown County

Signed:

Handwritten signature of Robert J. Evans.

District No.

9

(Please deliver to County Clerk after motion is made for recording into minutes.)

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE AN ELECTRIC LINE EASEMENT  
ON THE FOX RIVER STATE TRAIL**

WHEREAS, Brown County ("County") is the holder of a Trail Management Easement interest regarding the Fox River State Recreational Trail ("Trail"). Said easement interest affords the Brown County Parks Department ("Trail Manager") to construct, develop, maintain and operate the Trail; and

WHEREAS, in accordance with said Trail Management Easement, as well as other documents relating thereto, the County is required to consent to any additional easements/access permits/agreements granted by the Owner of the Trail, i.e., the Wisconsin Department of Natural Resources ("DNR"), provided that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance; and

WHEREAS, upon due notification to and consultation with the Trail Manager, the DNR desires to enter into a Permanent Underground Electric Line Easement, attached hereto and incorporated herein by reference, with the Wisconsin Public Service Corporation ("Permittee") as the Permittee desires a permanent easement upon, within and beneath Trail; and

WHEREAS, pursuant to said Permanent Underground Electric Line Easement, Wisconsin Public Service Corporation, as Permittee, is required to submit a construction plan to the Trail Manager and may not begin work regarding said construction plan unless and until written approval from the Trail Manager is granted and received, and the Permittee is also required to obtain all necessary permits, approvals, and licenses prior to starting work, and to comply with all applicable federal, state, and local laws, rules and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby consents to the attached Easement between the Wisconsin Department of Natural Resources and

Wisconsin Public Service Corporation being entered into, and hereby authorizes and directs the Brown County Executive to execute the Easement on Page 9 of said agreement, indicating the County's acceptance of and consent to the terms and conditions of said agreement.

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

Approved By:

\_\_\_\_\_

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Parks Department

Final Draft Approved by Corporation Counsel

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*



BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

State of Wisconsin  
Department of Natural Resources  
Box 7921  
Madison, WI 53707

**UNDERGROUND ELECTRIC  
LINE EASEMENT AGREEMENT**

Wis. Stat. s. 23.09(10) and 27.01(2)(g)  
Form 2200-15

**THIS UNDERGROUND ELECTRIC LINE EASEMENT** (hereinafter referred to as the "Easement ") is made by and between the State of Wisconsin, Department of Natural Resources (hereinafter referred to as the "Grantor") and Wisconsin Public Service Corporation, a Wisconsin corporation (hereinafter referred to as the "Grantee").

**RECITALS**

**WHEREAS**, the Grantor is the owner of the former Wisconsin Central Ltd., railroad corridor known today as the "Fox River State Trail" (hereinafter referred to interchangeably as either the "Trail" or the "Premises");

**WHEREAS**, the Grantee desires a permanent easement upon, within and beneath Grantor's for the purpose of boring, installing, operating, maintaining and repairing an underground electrical line as described herein;

**WHEREAS**, the location of such easement on the Grantor's Premises in Brown County, Wisconsin is a strip of land described as follows and as shown on the attached Exhibit "A" and made a part of hereof (hereinafter referred to as the "Easement Area"):

A 12-foot-wide easement strip, the center line of which is described as follows:

Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin

Section 15: All that part of the Grantor's property located in part of Private Claim No. 28, East Side of the Fox River, in the City of De Pere, Brown County, Wisconsin, lying 6feet on each side (12feet total width) of the easement reference line described below.

Commencing at a point on the South line of said Private Claim 28, being Brown County Control Point 30 N/O-15/16(1); thence N37°17'52"E, 537.81 feet to the southeasterly extension of a south line of Pelican Landing Condominium #1; thence N63°53'57"W, 463.23 feet on said southerly line to the easterly right of way of the Trail; thence N32°42'50"W, 7.87 feet on said easterly right of way to said easement reference line, the POINT OF BEGINNING; thence N60°28'19"W, 66.11 feet on said easement reference line to the westerly right of way of the said Trail, the point of Termination.

The sidelines of said 12-foot-wide easement extend and shorten to intersect the easterly and westerly right of way of the said Trail.

Said parcel (permanent easement) contains 793 sq.ft. or 0.018 acres.

Recording Area

Return: Department of Natural Resources  
Bureau of Facilities & Lands – LF/6  
P.O. Box 7921  
Madison, WI 53707-7921  
Attn: Closing Officer (CE- 9770)

Parcel Identification Number (PIN):

ED-80-3



**NOW, THEREFORE**, the undersigned Grantor does hereby grant and convey to the Grantee, its successors and assigns, for good and valuable consideration, a permanent non-exclusive easement to install, maintain, inspect, operate, repair, remove, replace, and/or abandon in place, under, across, and through the above-described Easement Area, for the purpose of clearing the Easement Area of trees and brush, then laying, installing, constructing, maintaining, operating, inspecting, replacing, protecting, testing, patrolling, repairing, reconstructing, removing or abandoning one 3-inch PE conduit containing a single phase 3C 350 AL 200 Amp 120/240 wire (hereinafter referred to as the "underground electrical line"), together with all necessary conduit, wire, cables, junction boxes, testing terminals, and other appurtenant equipment as deemed necessary by the Grantee for the transmission and distribution of electrical energy (all of the foregoing collectively, hereinafter referred to as the "Facilities").

It is understood by the Grantor and the Grantee that this grant of Easement is subject to the following conditions:

1. The Grantor and the Grantee confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.
2. Brown County is the owner and holder of a Trail Management Easement on the Premises for the construction, development, maintenance and operation of the trail by the Brown County Parks Department (hereinafter referred to as the "Trail Manager"). When notification is required herein the Trail Manager, in lieu of the Grantor, shall be the point of contact regarding the installation, use and maintenance of the underground electrical line, as the Trail Manager has control and authority over issues relating to the management of the trail.
3. The Grantor grants and conveys to the Grantee a permanent non-exclusive Easement for the laying, installation, construction, operation, inspection, maintenance, repair, protecting, testing, patrolling, reconstructing, removal, replacement and/or abandonment in place of the Facilities within the Easement Area. Any additional lines, conduits, structures, or replacements greater than described herein, will require the prior written approval of the Grantor and may require an expansion of the Easement Area (such expansion to be mutually agreeable to the Grantor and the Grantee).
4. The underground electrical line shall be installed by directional boring under the Trail. The underground electrical line shall be installed with a vertical distance of at least 6 feet from the top of the finished Trail surface to the top of the conduit or a vertical distance of at least 5 feet 6 inches below the top surface of the ballast to the top of the conduit, and the conduit shall extend a minimum of 13 feet from the centerline of the trail surface within the Easement Area. The Grantee shall insure the conformance of the use of the Easement with the National Electric Safety Code and American Railway Engineering and Maintenance-of-Way Association (AREMA) published standards, practices, procedures, and clearances for railroads.
5. This Easement is limited to the Grantee and is not transferrable to a third party, except after written notification to and approval by the Grantor; provided, however, that upon written notice to the Grantor the Grantee may transfer or assign this Easement to a parent, subsidiary or affiliate of the Grantee. The Grantee will not have the right to allow additional co-location by a third party without written consent from the Grantor and amendment to this Easement.
6. The Easement shall be non-exclusive, and the Grantor may use the Easement Area and shall have the right to lease or convey other easements to one or more other person(s), company(ies) or other entity(ies); provided that any such other use, lease or conveyance shall not interfere with the Grantee's rights, including causing violations of national or state electrical codes.

7. The Grantee shall submit a written notification of project commencement to the Trail Manager at least 5 business days prior to initiation of any tree and brush clearing, installation, construction, maintenance or replacement work on or within the Easement Area. Other than the initial construction, in the event that the Grantee's planned commencement of project activities conflicts with the Grantor's or Trail Manager's use of the Easement Area, the Grantor or Trail Manager shall notify the Grantee of such conflict and the Grantor or Trail Manager and Grantee shall agree on an alternative date to begin the project. If an emergency situation arises from the underground electrical line within the Easement Area requiring immediate action by the Grantee, the Grantee shall take immediate action, then promptly notify the Trail Manager that an emergency exists and that the Grantee is proceeding to correct the emergency situation.
8. The Grantor grants to the Grantee the right to enter upon the Grantor's property outside of the Easement Area for the purpose of gaining access to the Easement Area for the purpose of tree and brush clearing, installing, constructing, operating, maintaining, testing, patrolling, replacing, removing or abandoning the Facilities and to do any and all other such work as the Grantee deems reasonably necessary in accordance with the rights granted it under this Easement.
9. The Grantee may clear, cut, trim and remove any brush, trees, logs, stumps or branches from the Easement Area for installation, construction, maintenance, operation, repair and replacement of the Facilities which by reason of their proximity or condition may endanger or interfere with the Facilities. Any such undertakings shall be done with the prior notification to the Trail Manager by the Grantee and under the supervision of the Trail Manager. Accepted arborist pruning/removal and equipment practices must be adhered to and all waste debris, stumps and slash must be removed and disposed of by the Grantee in a manner acceptable to the Trail Manager. When the removal of a tree is undertaken by the Grantee, stumps shall be cut flush with the ground or be removed and disposed of in a manner reasonably acceptable to the Trail Manager. All trees having a commercial value, including firewood, shall be cut in standard 100-inch lengths and piled conveniently by the Grantee, for disposal, by sale or otherwise, by the Trail Manager.
10. All signage placed by the Grantee for purposes of project activities shall have prior written approval from the Trail Manager, which approval shall not be unreasonably withheld, delayed or denied, except that the Grantee may install markers in locations described hereinabove with the prior notification of the Trail Manager and in accordance with standard utility practice.
11. The Grantee shall maintain the Easement Area in a decent, sanitary, and safe condition during construction, installation, maintenance and replacement of the Facilities, and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions within the Easement Area.
12. The Grantee is responsible for determining the location of any existing utilities within the Easement Area. The Grantee shall be responsible for any and all damages, costs or liabilities caused by the Grantee that result from any damage to any existing utilities within the Easement Area.
13. The Grantee shall obtain all necessary permits, approvals, and licenses and comply with all applicable federal, state, and local statutes, regulations and ordinances affecting the design, materials or performance of exercising any and all rights granted by this Easement.
14. The Grantee shall restore the Easement Area in a timely workmanlike manner consistent with the condition of the Easement Area prior to such entry by the Grantee or its employees or agents. This restoration requirement, however, does not apply to the initial installation or construction of the Facilities on the Easement Area as it relates to any trees, bushes, branches or roots removed for initial installation or construction, or which subsequently may interfere with the Grantee's use of the Easement Area or create an unsafe condition.

15. The Easement shall automatically terminate upon the Grantee's abandonment of the Easement Area and shall automatically revert to and revest in the Grantor without reentry upon the abandonment of the use of the same for utility purposes for which the Easement was granted or upon voluntary non-use of the same for a period of 2 years.
16. The Grantee agrees not to violate any term or condition stated herein. In the event of a violation, the Grantor will give written notice to the Grantee of the violation(s) and the Grantee will have 30 days to cure the violation(s); provided, however, that in the event that the cure of such violation cannot be accomplished within such 30-day period despite diligent and continuing efforts by the Grantee, the time to cure the violation may be extended for a reasonable amount of time to permit the Grantee to complete the cure. In the event the violation(s) has not been cured to the reasonable satisfaction of the Grantor within the time frame allowed, the Grantor, at the Grantor's discretion, shall have the right to declare this Agreement terminated, and shall have the right to take full control of the Easement Area, without hindrance or delay, and may use its legal remedies for recovery from the Grantee of all damages caused by the violation of this Agreement by the Grantee.
17. Relating to installation, construction, operation, maintenance, and replacement work within the Easement Area, work shall be completed as follows:
  - a. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All closures must be coordinated with the Trail Manager. Any Trail closure of more than 1 day may be done only with written permission of the Trail Manager.
  - b. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that Trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the Trail right-of-way for backing of any equipment unless a flag person is present and directing trail traffic.
  - c. Warning signs, lights, or such other safety markers as necessary shall be placed informing Trail users of any construction work or as otherwise directed by the Trail Manager.
  - d. If needed, as determined by the Trail Manager, Grantee shall place passable barricades at entry points for Trail users that require trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
  - e. All excavated open holes must be adequately marked at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions.
  - f. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
  - g. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired and the Premises restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access installation, construction, maintenance, or replacement locations.
  - h. Any and all ground settling or Trail surface damage caused by the exercise of the Grantee rights within a 2 year period from the date of installation or any maintenance is the sole responsibility of the Grantee and must be restored or repaired to pre-construction or better conditions using the

same type and quality materials as approved by the Trail Manager. Upon failure to perform by the Grantee within 20 days of notification by the Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.

- i. Grantee shall not park or store any vehicles or equipment on the Trail at any time unless authorized in writing by the Trail Manager.

18. Conveyance of this Easement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Grantor prior to the execution of this Easement. Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. Grantee shall: (1) not materially change the grade or topography of the Easement Area; (2) not construct and install or remove any permanent improvement which violates the American Railway Engineering and Maintenance-of-Way Association ("AREMA")'s or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.
19. The Grantee assumes and agrees to protect, indemnify and save harmless the Grantor and the Grantor's agents, officers and employees, including the Trail Manager and the Trail Manager's agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly:
  - a. Out of the clearing, installation, construction, operation, maintenance, replacement, existence, use and repair of the Facilities;
  - b. Out of any defect in the underground electrical line and underground gas line or failure thereof;
  - c. Out of any negligent or wrongful act or omission of the Grantee, its agents or employees while on or about the Easement Area or any of Grantor's adjoining Premises.
  - d. Out of the Grantee's exercise of any and all rights granted by this Agreement.
20. The Grantee may, at its sole discretion, self-insure up to \$5,000,000. A certificate to that effect shall be provided upon request.
21. All notices or other writings this Easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and delivered either by certified mail, return receipt requested or by commercial courier, prepaid and addressed as follows:
  - a. To the Grantor: Terry H. Bay, Facilities and Lands Bureau Director, WDNR, 101 South Webster Street, Madison, WI 53707. Phone Number (608) 266-2136.
  - b. To the Trail Manager: Brown County Park Departments, PO Box 23600, Green Bay, WI 54305 Phone Number: 920-448-4464.
  - c. To the Grantee: Manager of Real Estate Services, Wisconsin Public Service Corp., P.O. Box 19001, Green Bay, WI 54307. Phone Number: (800) 450-7260.
  - d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.
22. The Grantor retains management, supervision and control over the Easement Area for the purpose of enforcing Chapter NR 45, Wis. Adm. Code governing the conduct of visitors to state lands and to provide for the protection of the natural resources, and pertinent state laws, when needed to protect the Easement Area or the general public.

23. The Grantor does not represent or warrant that title to the Easement Area is vested in the Grantor and is free and clear of all encumbrances.
24. Use of pesticides and herbicides shall only be allowed with the prior written permission of the Grantor which shall not be unreasonably withheld, delayed or denied. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. The Grantee shall report to the Grantor (i.e. property manager and the DNR Pesticide Use Team), at least annually, the chemicals that will and have been applied on the Premises and the Easement Area, including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated and total amount of chemicals.
25. This Easement shall be binding on the Grantor and the Grantee and their respective successors and assigns.
26. This Easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.
27. This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee and recorded in the Register of Deeds Office in the county where the Easement Area is located.
28. If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
29. Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Easement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party to the extent authorized by law.

END OF CONDITIONS

IN WITNESS WHEREOF the Grantee has agreed to and caused this Easement to be executed on its behalf this \_\_\_\_\_ day \_\_\_\_\_, 2018.

Wisconsin Public Service Corporation

By \_\_\_\_\_ (SEAL)  
Kim M. Michiels, Real Estate Agent

State of Wisconsin       )  
                                      ) ss.  
Brown County               )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018, the above named Kim M. Michiels, Real Estate Agent, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

\* \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission (expires) (is) \_\_\_\_\_

\* Please print name.

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IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

State of Wisconsin  
Department of Natural Resources  
For the Secretary

By \_\_\_\_\_ (SEAL)  
Terry H. Bay  
Facilities and Lands Bureau Director

State of Wisconsin        )  
                                      ) ss.  
Dane County                )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, the above named Terry H. Bay, Facilities and Lands Bureau Director, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

\_\_\_\_\_  
\* Aubrey F. Johnson  
Notary Public, State of Wisconsin  
My Commission (expires)(is) \_\_\_\_\_

## CONSENT TO EASEMENT

IN WITNESS WHEREOF, c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut St., Room 120, Green Bay, WI 54301, being the holder of an easement interest which is for the construction, operation and management of the Fox River State Trail by virtue of said Easement between the State of Wisconsin Department of Natural Resources and Brown County as recorded on August 28, 2000 as Document No. 1769733 and as recorded on December 12, 2001 as Document No. 1863067 and as recorded on March 4, 2004 as Document No. 2100224 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this underground electrical easement on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Brown County

By \_\_\_\_\_ (SEAL)  
Troy Streckenbach  
Brown County Executive

State of Wisconsin       )  
                                      ) ss.  
Brown County               )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018, the above named Troy Streckenbach, as County Executive, to me known to be the person who executed the foregoing instrument and acknowledged the same as for the act and deed of said Brown County.

\* \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission (expires) (is) \_\_\_\_\_

\* Please print name.

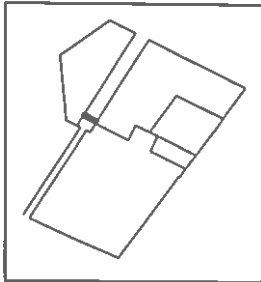
This instrument drafted by:  
State of Wisconsin  
Department of Natural Resources



**EXHIBIT A**  
**DESCRIPTION OF THE EASEMENT AREA**

# EXHIBIT A

LOCATION MAP  
PID: ED-80-3  
DNR RECREATIONAL TRAIL



NOT TO SCALE

LEGEND	
POB	POINT OF BEGINNING
POT	POINT OF TERMINATION
( )	PREVIOUSLY RECORDED
	BEARING OR DISTANCE
PID	PARCEL IDENTIFICATION #
	UTILITY EASEMENT

WISCONSIN DEPARTMENT OF  
NATURAL RESOURCES  
RECREATIONAL TRAIL  
PID - ED-80-3

POINT ON THE NORTH LINE OF  
PRIVATE CLAIM 28, E.S.F.R.  
30M/N-15/16

PELICAN LANDING CONDOMINIUMS #1

POB  
BEGINS AT THE  
EASTERLY RIGHT OF WAY

EASEMENT  
REFERENCE  
LINE

N32°42'50"E  
7.87'

LOT 1  
48 CSM 165

POINT ON THE SOUTH LINE OF  
PRIVATE CLAIM 28, E.S.F.R.  
30N/O-15/16(1)

453.86'  
N37°17'52"E 991.67'  
(936°38'32"W 999.61')

537.81'

LOT 1  
48 CSM 165

SCALE: 1"= 20'

0' 10' 20' 40'

BEARINGS ARE REFERENCED TO THE  
BROWN COUNTY COORDINATE SYSTEM.



**ROBERT E. LEE & ASSOCIATES, INC.**  
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
1250 CENTENNIAL CENTRE BOULEVARD  
HOBART, WI 54155  
INTERNET: WWW.RELEEINC.COM  
PHONE: (920) 662-0641  
FAX: (920) 662-9141

R:\1100\1134\1134364\DWG\WR 2676023 EXHIBIT 1.DWG

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## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12/06/2018  
REQUEST TO: EDUCATION AND RECREATION COMMITTEE  
MEETING DATE: 01/31/2019  
REQUEST FROM: Matt Kriese  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION TO APPROVE ELECTRIC LINE EASEMENT REGARDING THE FOX RIVER STATE TRAIL

### ISSUE/BACKGROUND INFORMATION:

The WI DNR is the owner of the Fox River Trail, and the County holds a Trail Management Easement. This resolution authorizes the County to approve a permanent electric line easement within the City of De Pere.

### ACTION REQUESTED:

Request to Approve this Resolution

### FISCAL IMPACT:

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

***x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED***

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ESTABLISHING THE OBSERVANCE OF  
INTERNATIONAL MIGRATORY BIRD DAY DURING MAY 2019**

**WHEREAS**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and these migratory species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

**WHEREAS**, migratory birds and their habitats are declining throughout the Americas and face a growing number of threats on their migration routes and in both their summer and winter homes, public awareness and concern are crucial components of migratory bird conservation, and citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

**WHEREAS**, since 1993, International Migratory Bird Day has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

**WHEREAS**, while International Migratory Bird Day officially is held each year on the second Saturday in May, its observance is not limited to a single day, and the Brown County

Park Department schedules activities throughout the month of May on dates best suited to the presence of both migratory birds and celebrants.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that it hereby proclaims May as the official month in 2019 to celebrate International Migratory Bird Day in Brown County, Wisconsin and urges all citizens to celebrate this month of observance by supporting efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The \$100.00 renewal fee was approved in the Parks Department 2019 budget.*

Respectfully submitted,

EDUCATION AND RECREATION  
COMMITTEE

Approved by:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-011R

Authored by Parks Department

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

PARKS

Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600



Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

ASSISTANT PARKS DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01/15/2019  
REQUEST TO: EDUCATION AND RECREATION COMMITTEE  
MEETING DATE: 01/31/2019  
REQUEST FROM: Matt Kriese  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: International Migratory Bird Day Recognition

**ISSUE/BACKGROUND INFORMATION:**

Brown County is currently recognized as a Bird City/County. This official resolution is necessary to continue Brown County's designation as a Bird City in 2019-2020. Continuing our recognition proves that Brown County has a vested interest in our natural resources and assists with future grants related to our parks.

**ACTION REQUESTED:**

Request to Approve this Resolution

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$100
2. Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? 100.062.091.001.5305
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

***x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED***

12

18-136

## BUDGET ADJUSTMENT REQUEST

### Category

### Approval Level

- |   |   |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)  | Admin Committee                                       |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue   | Oversight Comm,<br>2/3 County Board                   |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

### Justification for Budget Change:

2018: Parks Dept.

The Neshota Park Friends Group raised donations for new playground equipment and land improvements at the community park. This budget adjustment is to account for the capital contribution to the County.

**Fiscal Impact: \$43,807**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.9001	Capital Contribution	43,807
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6110.100	Outlay Other	43,607
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.5300	Supplies	200
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

ED 12/6/18

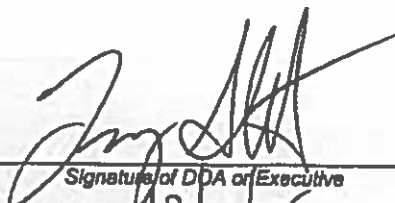
### AUTHORIZATIONS



Signature of Department Head

Department: Parks

Date: 12/6/2018

  
 Signature of DDA or Executive  
 Date: 12/10/18